DOCUMENT RESUME

ED 449 384 CE 081 356

AUTHOR	Knight, Anne, Comp.; Nestor, Marianne, Comp.
TITLE	A Glossary of Australian Vocational Education and Training Terms.
INSTITUTION	National Centre for Vocational Education Research, Leabrook (Australia).
ISBN	ISBN-0-87397-648-7
PUB DATE	2000-00-00
NOTE	52p.
AVAILABLE FROM	National Centre for Vocational Education Research, 252 Kensington Road, Leabrook, South Australia 5068, Australia; Tel: 08 8333 8400, Fax: 08 8331 9211, E-mail: vet_req@ncver.edu.au; Web site: http://www.ncver.edu.au. For full text: http://www.ncver.edu.au/research/core/cp9812.pdf.
PUB TYPE	Reference Materials - Vocabularies/Classifications (134)
EDRS PRICE	EDRS Price MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Abbreviations; Advisory Committees; Credentials; Definitions; Degrees (Academic); Delivery Systems; Education Work Relationship; Educational Economics; Educational Legislation; *Educational Policy; *Educational Practices; Educational Principles; *Educational Research; Employment; Employment Practices; Federal Legislation; Foreign Countries; Glossaries; International Organizations; Internet; *Job Training; Labor Force; Labor Market; Learning Theories; National Organizations; National Programs; Nongovernmental Organizations; Professional Associations; Public Agencies; School Business Relationship; Teaching Methods; Testing; Tests; *Vocabulary; *Vocational Education; World Wide Web
IDENTIFIERS	*Australia

ABSTRACT

This document is a glossary of more than 750 terms, abbreviations, and acronyms that are likely to be found in recent Australian vocational education and training (VET) research and policy documents. The glossary also includes selected commonly found international terms. In those cases where a term has a broader general meaning, the definition presented refers to its use in the VET context. The following are among the categories of terms included: professional associations; public agencies; private organizations; nongovernmental organizations; programs targeting specific client groups; educational principles; educational theories; terms related to program delivery; terms related to program administration; specific pieces of national legislation; terms related to learning and learning theories; types and levels of VET; terms related to certification and accreditation; academic degrees and other credentials; advisory bodies; categories of VET students; tests and testing procedures; industry groups; terms related to forms of employment and employment practices; and terms related to the labor market and human resource development. The bibliography lists 49 publications and 64 World Wide Web sites that served as sources of information when the glossary was compiled. (MN)

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competency

accreditation learning

ACE

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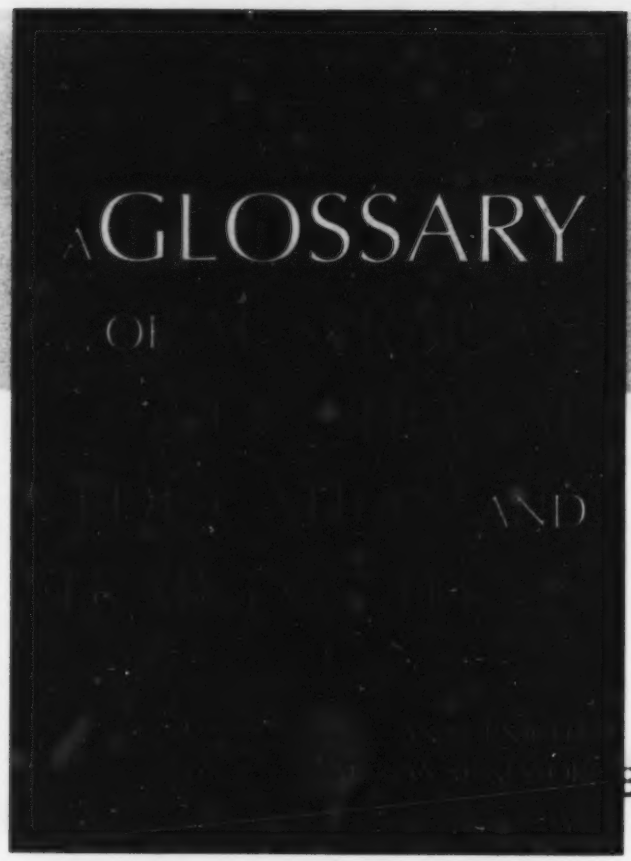

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A glossary of Australian vocational education and training terms

Compiled by
Anne Knight and
Marianne Nestor

NCVER

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ISBN 0 87397 648 7 print edition
0 87397 649 5 web edition

TD/TNC 64.05

Published by

National Centre for Vocational Education Research Ltd
ABN 87 007 967 311
252 Kensington Road, Leabrook, SA 5068
PO Box 115, Kensington Park, SA 5068, Australia

www.ncver.edu.au

Foreword

This glossary is a compilation of terms (including abbreviations) likely to be found in the recent literature of Australian vocational education and training (VET) research and policy. It includes some commonly found international terms, although to include all terms used internationally in this area would be outside the scope of this publication. Where a term has a broader general meaning, the definition given refers to its use in the VET context.

The bibliography at the end of the glossary lists the publications and web sites which were used as sources of information. Definitions wholly or substantially written by other organisations are acknowledged in the text. The National Centre for Vocational Education Research (NCVER) would particularly like to thank the following people for their valuable assistance in the compilation of this glossary: Brian Knight, Peter Thomson, John Foyster, Ron Mazzachi, and Helen Fraser.

Sarah Hayman
Manager, Information Services and Clearinghouse, NCVER

A

AAACE
Australian Association of Adult and Community Education, now known as **Adult Learning Australia Inc.** (ALA).

ABE
see **adult basic education**.

Aboriginal and Torres Strait Islander Peoples' Training Advisory Council
(abbreviation **ATSIPTAC**) a body which advises the ANTA Board on ways of meeting the vocational education and training needs of indigenous Australians.

Aboriginal education
(also called **indigenous education**) education or education programs for Aboriginal and Torres Strait Islander people.

Aboriginal Study Assistance Scheme
see **ABSTUDY**.

Aboriginal Tutorial Assistance Scheme
(abbreviation **ATAS**) a government program providing supplementary tutorial assistance and other kinds of study help to indigenous students in school or further education.

ABS
Australian Bureau of Statistics.

ABSTUDY
Aboriginal Study Assistance Scheme, a government scheme providing financial assistance to indigenous students in school or further education.

academic advisor
a person working in an educational institution who assists students to choose and plan their study program.

academic award
see **award**.

acceleration
progression through an education or training program at a faster rate than usual.

access and equity
a policy or set of strategies to make vocational education and training available to all members of the community, to increase participation and to improve outcomes, particularly focussing on those groups that have been traditionally under-represented, especially women, indigenous Australians, people with a disability, people from a non-English-speaking background, and people from rural and remote areas.

access course
a preparatory, prevocational or bridging course which prepares a student for further study or training. Access courses are offered particularly for immigrants, overseas students and adults who are seeking to re-enter the workforce.

Access Program
(also called **New Apprenticeships Access Program**) a program providing pre-apprenticeship and pre-traineeship training for people who are registered as unemployed and are disadvantaged in the labour market and need preliminary training before they can successfully participate in an apprenticeship or traineeship.

ACCI
Australian Chamber of Commerce and Industry.

accreditation
the process by which a course or training program is officially recognised and approved. Under the Australian Recognition Framework, accreditation of courses and customised qualifications occurs only where no relevant training packages exist.

accrediting authority
an organisation with the authority and responsibility for accrediting courses and training programs.

ACE
see **adult and community education**.

ACEE
Australian Centre for Equity through Education.

ACER
see **Australian Council for Educational Research**.

ACFE
(in Victoria) Adult, Community and Further Education.

achievement
the attainment of a specified standard of performance.

ACIRRT
Australian Centre for Industrial Relations Research and Training, a research centre at the University of Sydney.

ACM
Australian Chamber of Manufactures, now part of the **Australian Industry Group**.

ACOTAFE
Australian Committee on Technical and Further Education. See also **Kangan Report**.

ACPET
see **Australian Council for Private Education and Training**.

ACRC
Australian Competency Research Centre, based at the Barton Institute of TAFE.

ACSA
see **Australian Curriculum Studies Association**.

action learning
learning by working on real problems, implementing solutions, and reviewing and reflecting on the learning process.

active learning
learning driven primarily by the learner, with the instructor acting as a facilitator. See also **self-directed learning**.

ACTRAC
see **Australian Committee for Training Curriculum**.

ACTRAC Products Limited
Australian Committee for Training Curriculum Products Limited, now known as **Australian Training Products Limited** (ATP).

ACTU
Australian Council of Trade Unions.

ACVETS
see **Australian Committee on Vocational Education and Training Statistics**.

ADF
see **ANTA Disability Forum**.

admission criteria
requirements, such as educational qualifications, knowledge, skills or experience, for entry to a particular course.

adult and community education
1 (abbreviation **ACE**) education and training intended principally for adults, including general, vocational, basic and community education, and recreation, leisure and personal enrichment programs. **2** (also called **ACE sector**) the organisations and providers who deliver adult and community education programs, including evening and community colleges, Workers Educational Associations (WEA), community adult education centres, neighbourhood houses, churches, schools, TAFE institutes, universities (continuing education), University of the Third Age (U3A).

adult basic education
(abbreviation **ABE**) remedial or school-level education for adults, usually with emphasis on the literacy, numeracy and social skills needed to function within the community or to gain employment.

adult education
education of adults; education programs designed for adults, often incorporating approaches to education which draw on the learner's life or work experiences, involve learners in planning the learning activities, encourage learning in groups, as well as more self-directed learning.

adult learning
the processes by which adults learn and build on their existing knowledge and skills.

Adult Learning Australia Inc.
(abbreviation **ALA**) the peak organisation for adult and community education providers and participants, previously known as AAACE.

adult migrant education
education programs which aim to assist adult immigrants and refugees in their settlement in Australia, including English language and literacy programs. See also **Adult Migrant English Program** and **Advanced English for Migrants Program**.

Adult Migrant English Program
(abbreviation **AMEP**) an education and settlement program funded by the Department of Immigration and Multicultural Affairs for new immigrants and refugees providing English language teaching, counselling and support services.

Adult Migrant English Service
(abbreviation **AMES**) (in NSW and Tasmania) a provider of English language and literacy programs and related services,

including workplace training programs and consultancies for newly arrived immigrants, jobseekers, workplace clients and youth.

Adult Multicultural Education Services
(abbreviation **AMES**) (in Victoria) a provider of English language and literacy programs and related services, also assisting clients to access training programs, obtain recognition for overseas qualifications, and gain employment.

advanced certificate
a qualification under the former Register of Australian Tertiary Education (RATE) system of awards.

advanced diploma
a qualification in the vocational education and training and higher education sectors. See also **Australian Qualifications Framework**.

Advanced English for Migrants Program
(abbreviation **AEMP**) a government program assisting immigrant jobseekers to obtain employment and overcome individual barriers to participation in vocational education and training by providing advanced English language training, generally with a vocational focus.

advanced standing
(also called **status** or **credit**) recognition granted to a student on the basis of previous study (credit transfer) and/or experience (recognition of prior learning), exempting the student from a particular course, subject or module.

AEC
see **Australian Education Council**.

AEI
see **Australian Education International**.

AEMP
see **Advanced English for Migrants Program**.

AEP
see **National Aboriginal and Torres Strait Islander Education Policy**.

AEShareNet
(in full **Australian Education Sharing Network**) an online system managed by the Department of Education, Training and Youth Affairs for dealing with copyright issues in the vocational education and training sector.

AESIP
Aboriginal Education Strategic Initiatives Program, now known as the **Indigenous Education Strategic Initiatives Program** (IESIP).

AEU
see **Australian Education Union**.

affirmative action
action favouring those groups who tend to suffer from discrimination or who are under-represented in the workforce or in education and training programs.

AHRI
Australian Human Resources Institute.

AIEF
Australian International Education Foundation, now known as **Australian Education International** (AEI).

AIG
see **Australian Industry Group**.

AIM
Australian Institute of Management.

AIRC
Australian Industrial Relations Commission.

AITD
see **Australian Institute of Training and Development**.

ALA
see **Adult Learning Australia Inc**.

ALBE
adult literacy and basic education.

ALGA
Australian Local Government Association.

ALLP
Australian Language and Literacy Policy.

ALMitab
Australian Light Manufacturing Industry Training Advisory Board.

Alon
(also **ALON**) Adult Learning online database (at http://www.alon.com.au/), an information network for the Australian adult learning community.

ALRN
Adult Literacy Research Network.

ALT
adult literacy teaching.

alternative entry
(also called **special entry**) entry to a course or program by special arrangement where the learner does not meet the standard entry requirements (usually Year 12 or equivalent).

AMEP
see **Adult Migrant English Program**.

AMES
see **Adult Migrant English Service**, **Adult Multicultural Education Services**.

annual student contact hours
(abbreviation **ASCH**; also called **annual hours**) the total nominal hours (supervised) for the modules undertaken in a year, used as a measure of total system delivery, e.g. for an institute, State or Territory.

ANTA
see **Australian National Training Authority**.

ANTA Board
the governing body of the Australian National Training Authority (ANTA), responsible for the organisation's performance, advising and providing support to the ANTA Ministerial Council (MINCO) in all of its functions.

ANTA CEOs' Committee
a committee which looks at the implications of proposals before they are considered by the ANTA Board, and advises on these implications. CEOs also individually advise their ministers and consider draft resolutions for the Ministerial Council. The Committee also works to increase co-operation between State and Territory vocational education and training systems.

ANTA Disability Forum
(abbreviation **ADF**) a committee which advises the ANTA Board on ways of increasing participation and improving outcomes in vocational education and training for people with a disability.

ANTA key research centres
research centres directly funded by the Australian National Training Authority under the Key Vocational Education and Training Research Centres National Project to undertake research and to develop specialist expertise in designated areas, in order to inform vocational education and training policy. The key research centres for 2000–2002 are the Centre for the Economics of Education and Training (CEET), a joint venture between Monash University and ACER, and the Research Centre for Vocational Education and Training (RCVET) at University of Technology, Sydney. Research partners are the Centre for Research and Learning in Regional Australia (CRLRA) at the University of Tasmania, and the National Research Centre on Vocational Education and Training for Young People, a joint venture of the University of Melbourne and RMIT University.

ANTA Ministerial Council
(abbreviation **MINCO**) a body comprising the Commonwealth, State and Territory ministers responsible for vocational education and training, which decides national policy, objectives and priorities for vocational education and training.

ANTARAC
Australian National Training Authority Research Advisory Council, superseded by the National Research and Evaluation Committee (NREC).

ANTA training area
a classification used and maintained by ANTA that assigns courses classified by occupation (ASCO) to any of nineteen training areas, including fifteen industry-specific areas, three cross-industry areas and one general workforce category.

ANZSIC
see **Australian and New Zealand Standard Industrial Classification**.

APL
ACTRAC Products Ltd, now known as **Australian Training Products Ltd** (ATP).

apprentice
a person undertaking training under an apprenticeship. See also **New Apprenticeships**, **trainee**.

apprenticeship
a system of training regulated by law or custom which combines on-the-job training and work experience while in paid employment with formal off-the-job training. The apprentice enters into a contract of training or training agreement with an employer which imposes mutual obligations on both parties. Traditionally, apprenticeships were in trade occupations (declared vocations) and were of four years' duration. See also **New Apprenticeships**.

approving authority
a body which approves apprenticeships and traineeships for the purposes of the *Workplace Relations Act 1996* and determines the impact of training on productive time for apprenticeships and traineeships which are approved.

APSDEP
Asian and Pacific Skill Development Program.

APSDIN
Asian and Pacific Skill Development Information Network.

AQC
Australian Quality Council.

AQF
see **Australian Qualifications Framework**.

AQFAB
see **Australian Qualifications Framework Advisory Board**.

ARC
1 see **Australian Research Council**.
2 (in SA) Accreditation and Registration Council.

ARF
see **Australian Recognition Framework**.

ARIS
Adult Education Resource and Information Service, managed by Language Australia.

articulation
the arrangements which facilitate the movement or progression of students from one course to another, or from one education and training sector to another. See also **advanced standing**, **credit**, **recognition of prior learning**.

ASCED
see **Australian Standard Classification of Education**.

ASCH
see **annual student contact hours**.

ASCO
see **Australian Standard Classification of Occupations**.

ASEAN
Association of South East Asian Nations.

ASF
see **Australian Standards Framework**.

ASIC
1 see **Australian Standard Industrial Classification**.
2 Australian Seafood Industry Council, a national industry training advisory body.

ASLPR
Australian Second Language Proficiency Rating(s).

ASPBAE
Asia South Pacific Bureau of Adult Education.

assessment
the process of gathering and judging evidence in order to decide whether a person has achieved a standard or objective. See also **competency-based assessment**.

assessment tool
a method for the gathering of evidence for assessment, such as a knowledge test or a checklist of practical performance.

assessor
a person qualified to carry out assessment.

associate diploma
a qualification under the former Register of Australian Tertiary Education (RATE) system of awards.

ASTF
see **Australian Student Traineeship Foundation**.

ATA
Automotive Training Australia Ltd, a national industry training advisory body.

ATAS
see **Aboriginal Tutorial Assistance Scheme**.

ATP
see **Australian Training Products Ltd**.

ATS
see **Australian Traineeship System**.

ATSI
Aboriginal and Torres Strait Islander.

ATSIC
Aboriginal and Torres Strait Islander Commission.

ATSIPTAC
see **Aboriginal and Torres Strait Islander Peoples' Training Advisory Council**.

attainment
reaching a particular level, accomplishing a goal; (in vocational education and training) successful completion of the requirements of a module or course. See also **statement of attainment**.

attendance mode
the nature of a student's attendance at an educational institution, including internal (undertaking all units of study on campus), external (undertaking all units of study off campus), or mixed-mode (a mixture of the two).

attendance pattern
the pattern of a student's attendance at an educational institution according to times of attendance and the number of contact hours.

attrition
(in an educational institution) a reduction in the number of students as a result of dropping out, withdrawing, etc.

attrition rate
the proportion of students starting who discontinue through withdrawal, dropping out, etc.

auspicing
the process by which a registered training organisation authorises industry or another training organisation to deliver training and/or conduct assessment.

Australian and New Zealand Standard Industrial Classification
(abbreviation **ANZSIC**) a system developed and maintained by the Australian Bureau of Statistics which is used for classifying industries.

Australian Committee for Training Curriculum
(abbreviation **ACTRAC**) a former committee which co-ordinated development of national curricula for vocational education and training. ACTRAC amalgamated with the National Training Board (NTB) to form the Standards and Curriculum Council (SCC) which was later replaced by ANTA's National Training Framework Committee.

Australian Committee on Vocational Education and Training Statistics
(abbreviation **ACVETS**) a committee which advised the ANTA Board on the collection and reporting of vocational education and training statistics, superseded by the National Advisory Committee on Vocational Education and Training Statistics (NACVETS), now called the National Training Statistics Committee (NTSC).

Australian Council for Educational Research
(abbreviation **ACER**) an independent national agency undertaking educational research and development. ACER is also a partner with Monash University in the Centre for the Economics of Education and Training, an ANTA key research centre for 2000–2002 under the Key Vocational Education and Training Research Centres National Project.

Australian Council for Private Education and Training
(abbreviation **ACPET**) a national body representing the private education and training sector in Australia.

Australian Courses and Careers Database
see **OZJAC**.

Australian Curriculum Studies Association
(abbreviation **ACSA**) a professional association of curriculum workers from all levels of education which aims to promote curriculum research and the exchange of information on curriculum developments.

Australian Education Council
(abbreviation **AEC**) a former body comprising the Ministers of Education in each State and Territory and the Commonwealth. See also **Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA)**.

Australian Education International
(abbreviation **AEI**) an Australian Government initiative, working with the Australian education and training industry to promote the industry overseas and to advance the internationalisation of Australian education and training. Formerly the Australian International Education Foundation (AIEF).

Australian Education Sharing Network
see **AEShareNet**.

Australian Education Union
(abbreviation **AEU**) the peak union and federal lobby group for public teachers and educational workers in Australia.

Australian Industry Group
(abbreviation **AIG**) an independent body created by the merger of the Metal Trades Industry Association of Australia and the Australian Chamber of Manufactures, representing about 11 500 companies.

Australian Institute of Training and Development
(abbreviation **AITD**) a national association for people involved in training and human resource development.

Australian National Training Authority
(abbreviation **ANTA**) a Commonwealth statutory authority with reponsibility for the development of national policy, goals and objectives for the vocational education and training sector; the development, management and promotion of the National Training Framework; the administration and funding of national programs; and the collection and analysis of national statistical data on the vocational education and training system. See also **ANTA Board**, **ANTA CEOs' Committee**, **ANTA Ministerial Council**.

Australian Qualifications Framework
(abbreviation **AQF**) a nationally consistent set of qualifications for all post-compulsory education and training in Australia, as follows:

- **Higher education sector**
  Doctoral Degree
  Masters Degree
  Graduate Diploma
  Graduate Certificate
  Bachelor Degree
  Advanced Diploma
  Diploma
- **Vocational education and training sector**
  Advanced Diploma
  Diploma
  Certificate IV
  Certificate III
  Certificate II
  Certificate I
- **School sector**
  Senior Secondary Certificate of Education

Under the Australian Qualifications Framemwork, a statement of attainment is issued for partial completion of a qualification.

Australian Qualifications Framework Advisory Board
(abbreviation **AQFAB**) the body responsible for promoting, guiding and monitoring implementation of the Australian Qualifications Framework and advising the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) on any required changes to the guidelines.

Australian Recognition Framework
(abbreviation **ARF**) a set of nationally agreed registration requirements for training providers, their products and services. The Australian Recognition Framework supersedes the National Framework for the Recognition of Training (NFROT).

Australian Research Council
(abbreviation **ARC**) a body providing advice to the Department of Education, Training and Youth Affairs on national research priorities and the co-ordination of research policy, and making recommendations on the allocation of resources under a range of approved programs.

Australian Standard Classification of Education
(abbreviation **ASCED**) an Australian Bureau of Statistics classification which describes programs according to their subject matter; expected to supersede **field of study** and **discipline group**.

Australian Standard Classification of Occupations
(abbreviation **ASCO**) a hierarchical classification developed and maintained by the Australian Bureau of Statistics which categorises all occupations in the Australian workforce.

Australian Standard Industrial Classification
(abbreviation **ASIC**) a system for classifying industries developed by the Australian Bureau of Statistics in use before the Australian and New Zealand Standard Industrial Classification (ANZSIC).

Australian Standards Framework
(abbreviation **ASF**) a set of eight competency levels established by the National Training Board to serve as reference points for the development and recognition of competency standards. The Australian Standards Framework is no longer in use.

Australian Student Traineeship Foundation
(abbreviation **ASTF**) an organisation which promotes partnerships between schools and industry at the local level to develop and implement vocational education and training (VET) in schools programs combining vocational study in school with structured workplace learning.

Australian Traineeship System
(abbreviation **ATS**) the former system of traineeships set up after the Kirby Committee of Inquiry into Labour Market Programs (1985). Superseded by New Apprenticeships.

Australian Training Awards
a set of awards presented annually to recognise and reward students, apprentices, trainees, employers, training providers and other organisations who have demonstrated high levels of achievement or best practice in vocational education and training.

Australian Training Information Network
(also known as **TRAIN**) a national vocational education and training information service which has been discontinued.

Australian Training Products Ltd
(abbreviation **ATP**) a publishing company and national clearinghouse for all national, crown-copyrighted training materials, including curriculum and non-endorsed components of training packages as well as other associated training resources and learning materials. Formerly known as ACTRAC Products Ltd (APL).

Australian Vocational Certificate Training System
(abbreviation **AVCTS**) the competency-based vocational training system proposed in the **Carmichael Report** (1992). Superseded by the Australian Vocational Training System (AVTS), then Modern Australian Apprenticeship and Traineeship System (MAATS), and then by New Apprenticeships.

Australian Vocational Education and Training Management Information Statistical Standard
(abbreviations **AVETMIS Standard** or **AVETMISS**) the agreed national data standard for the collection, analysis and reporting of vocational education and training information in Australia. The Standard consists of three parts: the AVETMIS Standard for VET Providers, the AVETMIS Standard for New Apprenticeships, and the AVETMIS Standard for Financial Data.

Australian Vocational Education and Training Research Association
(abbreviation **AVETRA**) a national independent association of researchers in vocational education and training.

Australian Vocational Training System
(abbreviation **AVTS**) a later name for the Australian Vocational Certificate Training System (AVCTS), a precursor to the Modern Australian Apprenticeship and Traineeship System (MAATS), now known as New Apprenticeships.

Australian workplace agreement
(abbreviation **AWA**) a written agreement between an employer and an employee about the employee's wages and conditions of employment. AWAs may be negotiated collectively between an employer and a group of employees, as long as they are signed by each employee who wishes to be a party to the agreement.

AUSTUDY
an income support scheme for full-time students aged 25 years and over.

AVC
Australian Vocational Certificate.

AVCC
Australian Vice-Chancellors' Committee.

AVCTS
see **Australian Vocational Certificate Training System**.

AVETMIS Standard
(also called **AVETMISS**) see **Australian Vocational Education and Training Management Information Statistical Standard**.

AVETRA
see **Australian Vocational Education and Training Research Association**.

AVETS
Australian Vocational Education and Training System.

AVTS
see **Australian Vocational Training System**.

AWA
see **Australian workplace agreement**.

award
1 (also called **industrial award**) a determination of an industrial tribunal establishing levels of pay and conditions of employment for workers in a specified industry, occupation, or enterprise. See also **Australian workplace agreement**, **enterprise agreement**.
2 (also called **academic award** or **credential**) a qualification granted for the satisfactory completion of an accredited course. See also **Australian Qualifications Framework**.

award course
a course that leads to a recognised qualification.

award restructuring
the changing of industrial awards, including the removal of obsolete classifications, a reduction in the number of classifications, and the redefinition of a range of jobs under single classifications, in order to improve workplace productivity and the efficiency and flexibility of workers.

B

BACE
(in NSW) Board of Adult and Community Education.

basic skill
a fundamental skill that is the basis of later learning or is essential for employment.

BCA
Business Council of Australia.

benchmarking
the process of comparing an organisation's performance, practices and procedures with those of leaders in the same or a different field of activity, in order to identify areas for improvement.

best practice
management practices and work processes that lead to outstanding or top-class performance and provide examples for others.

BIBB
Bundesinstitut für Berufsbildung, the German Federal Institute for Vocational Training.

block release
the release of an employee from the workplace for periods of time, usually of a week or more, in order to undertake related training in an educational institution. The term applies particularly to apprentices and trainees. Compare **day release**.

bridging course
a course designed to equip students to take up a new subject or course by covering the gaps between the students' existing knowledge and skills and the subject or course prerequisites and assumed knowledge.

BST
Business Services Training Australia, a national industry training advisory body.

BVET
(in NSW) Board of Vocational Education and Training.

C

cadetship
an employment arrangement in which an employer undertakes to subsidise an employee's formal training leading to certain qualifications, and in which the employee is usually required to remain with the employer for a specified period after completion of training.
Source: based on Job Guide Online http://jobguide.thegoodguides.com.au/text/s3work.htm#work

CAEC
community adult education centre.

CAI
computer-aided (or computer-assisted) instruction; see **computer-based training**.

CAL
computer-assisted learning.

CALL
computer-assisted language learning.

campus
the grounds and buildings of an educational institution; a branch or part of an institution at a particular location, e.g. *the Murray Bridge campus of the Onkaparinga Institute of TAFE.*

career counselling
(also called **vocational counselling**) the process of assisting and guiding people in their career choices.

Carmichael Report
(in full **The Australian Vocational Certificate Training System**) the report (published in 1992) of the Employment and Skills Formation Council, chaired by Laurie Carmichael. The report presented a strategy for meeting Australia's training needs to 2001 and included recommendations for a competency-based Vocational Certificate Training System, flexible delivery arrangements, training participation and attainment targets, and provision of a training allowance.

casual employee
an employee who generally has no entitlement to paid holiday or sick leave and who lacks the security of ongoing employment, with each job constituting a separate contract of employment. Under some awards casual employees are entitled to either holiday leave or sick leave.

casualisation
the trend towards a higher proportion of casual employment in the workforce, often in place of former permanent employment arrangements.

CBT
see **competency-based training**, **computer-based training**.

CEDEFOP
European Centre for the Development of Vocational Training.

CEET
see **Centre for the Economics of Education and Training**.

Centre for Research and Learning in Regional Australia
(abbreviation **CRLRA**) a research centre based at the University of Tasmania, an ANTA research partner for 2000–2002 under the Key Vocational Education and Training Research Centres National Project.

Centre for the Economics of Education and Training
(abbreviation **CEET**) a collaborative research centre of Monash University and the Australian Council for Educational Research (ACER), an ANTA key research centre for 2000–2002 under the Key Vocational Education and Training Research Centres National Project.

Centrelink
a statutory authority providing information and assistance relating to a range of Commonwealth Government programs, including all services formerly provided by the Department of Social Security, as well as childcare and student assistance payments and services, registration of all new applicants for income support and employment assistance, self-help job search facilities, referrals for employment assistance, and specialist labour market assistance services for disadvantaged groups.

CEO
Chief Executive Officer.

Certificates I–IV
a set of qualifications awarded in the vocational education and training sector and recognised under the Australian Qualifications Framework (AQF). The four levels of certificate recognise increasing levels of skill.

Certificates in General Education for Adults
(abbreviation **CGEA**) an adult basic education curriculum, covering reading and writing, oral communication, numeracy and mathematics, and general education skills.

Certificates in Spoken and Written English
(abbreviation **CSWE**) a competency-based curriculum framework developed for use in the Adult Migrant English Program.

certification
the formal acknowledgement of successful achievement of a defined set of outcomes.

CESOL
Certificate in English for speakers of other languages.

CGEA
see **Certificates in General Education for Adults**.

CHRDT
Centre for Human Resource Development and Training, based at the University of Melbourne. Formerly known as the Department of Vocational Education and Training (DVET).

CIRCIT
Centre for International Research on Communication and Information Technologies, based at RMIT University.

class contact hours
the number of hours in any given period for which a teacher is programmed to be in contact with classes of students.

client
a person or organisation using a service. In vocational education and training, the client may be a student, apprentice, trainee, employer, enterprise, industry training advisory body, industry organisation, or employment organisation.

client focus
a strategy in which the needs of clients are the primary focus.

client service charter
(also called **customer service charter**) a document setting out an organisation's undertakings to improve its services to its clients and stakeholders, developed in consultation with clients and stakeholders. The body then reports annually on its performance against its service charter undertakings.

CLMR
Centre for Labour Market Research, a consortium of Curtin University of Technology, Edith Cowan University, Murdoch University and the University of Western Australia.

CLWR
Centre for Learning and Work Research, based at Griffith University.

CML
see **computer-managed learning**.

COAG
Council of Australian Governments.

college
1 an institution providing post-secondary education, especially technical and professional training, e.g. *TAFE college, business college.*
2 a school, especially a non-government school or a senior secondary school.

Commonwealth Register of Institutions and Courses for Overseas Students
(abbreviation **CRICOS**) an online database (at http://cricos.detya.gov.au/) of courses and educational institutions or providers who are registered to offer courses for overseas students in Australia.

Commonwealth/State Training Advisory Committee
(abbreviation **COSTAC**) a former inter-governmental advisory body on vocational education and training which was superseded by the Vocational Education, Employment and Training Advisory Committee (VEETAC), which was itself replaced by the Australian National Training Authority (ANTA).

community centre
(also called **community learning centre**, **neighbourhood centre**) a place providing social, educational and recreational facilities for the community.

community college
an educational institution for adults, offering a range of general, vocational, recreational and leisure courses, as well as subjects for the Senior Secondary Certificate of Education.

community education
education programs which are community-based and community-directed and intended primarily for the members of the local community. See also **adult and community education**.

competency
(also **competence**) the ability to perform tasks and duties to the standard expected in employment.

competency-based assessment
(abbreviation **CBA**) the gathering and judging of evidence in order to decide whether a person has achieved a standard of competence.

competency-based training
(abbreviation **CBT**) training which develops the skills, knowledge and attitudes required to achieve competency standards.

competency standard
an industry-determined specification of performance which sets out the skills, knowledge and attitudes required to operate effectively in employment. Competency standards are made up of units of competency, which are themselves made up of elements of competency, together with performance criteria, a range of variables, and an evidence guide. Competency standards are an endorsed component of a training package.

competitive tendering
a system in which providers of a service bid competitively for contracts.

compliance audit
(also **compliance assessment**) an external assessment of conformity with regulatory requirements, contractual obligations or recognised quality standards.

computer-based training
(also called **computer-aided instruction**) an educational method in which a computer is the primary medium for instruction and learning.

computer-managed learning
(abbreviation **CML**) the use of computer systems and packages for managing learning, automating much of the assessment and administration associated with teaching or training programs. Computer-managed learning differs from computer-based training, in that the computer is not generally used as the primary medium of delivery.

continuing education
educational programs for adults, usually at the post-secondary level and offered as part-time or short courses in personal, academic or occupational subject areas.

continuous improvement
a planned process which allows an organisation to systematically review and improve the quality of its products, services and associated processes.

contract of training
(also called **training agreement**) a legal agreement between an employer and an apprentice or trainee, which defines the rights and responsibilities of each party. These include the employer guaranteeing to train the apprentice or trainee in the agreed occupation or training area, and to allow time off work to attend any required off-the-job training; and the apprentice or trainee agreeing to learn all aspects of the occupation or training area, and to work for the employer for a specified period. Contracts of training supersede indentures.

co-operative learning
a learning method in which students work together in small groups.

Co-operative Research Centres Program
(abbreviation **CRC Program**) a program established to strengthen collaborative research links between industry, research organisations, educational institutions and relevant government agencies.

copyright
the exclusive legal right to reproduce, publish or otherwise control the use of a work, granted to the creator, author, composer, artist, publisher, etc. for a specified period.

core curriculum
that part of the curriculum which is considered essential for all students, and is usually compulsory.

corporate education
educational programs or services offered by business and industry, either in-house or co-operatively with an educational institution.

correctional education
education or training programs provided for persons in correctional institutions, especially as part of rehabilitation programs.

COSTAC
see **Commonwealth/State Training Advisory Committee**.

COTA
Council on the Ageing.

COTTS
Committee on TAFE and Training Statistics. No longer exists.

course
a structured and integrated program of education or training, usually consisting of a number of modules (subjects) or shorter programs, and leading to the award of a qualification.

course content
the subject matter, activities, units of competency, etc. of a course of study.

course enrolment
see **enrolment**.

course evaluation
the process or results of assessing the effectiveness and outcomes of a course of study.

courseware
computer software and associated materials designed for educational or training purposes.

CPSC
Colombo Plan Staff College for Technician Education, an international, regional and inter-governmental organisation based in the Philippines.

CRAFT
Commonwealth Rebate for Apprentices in Full-time Training, a subsidy to encourage employers to take on apprentices.

CRC
Co-operative Research Centre; see **Co-operative Research Centres Program**.

CREATE Australia
Cultural Research Education and Training Enterprise Australia, a national industry training advisory body.

credential
formal certification issued for successful achievement of a defined set of outcomes, e.g. successful completion of a course in recognition of having achieved particular knowledge, skills or competencies; successful completion of an apprenticeship or traineeship. See also **qualification**.

credit
(also called **status** or **advanced standing**) the acknowledgement that a person has satisfied the requirements of a module (subject) or unit of competency either through previous study (credit transfer) or through work or life experience (recognition of prior learning). The granting of credit exempts the student from that part of the course.

credit transfer
the granting of status or credit by an institution or training organisation to students for modules (subjects) or units of competency completed at the same or another institution or training organisation. See **credit**.

CREEW
Centre for Research in Education, Equity and Work, based at the University of South Australia.

CRICOS
see **Commonwealth Register of Institutions and Courses for Overseas Students**.

CRLRA
see **Centre for Research and Learning in Regional Australia**.

cross-border training
training delivered in a State or Territory by a provider registered in a different State or Territory. See also **mutual recognition**.

CS & HTA
Community Services and Health Training Australia, a national industry training advisory body.

CSIRO
Commonwealth Scientific and Industrial Research Organisation.

CSWE
see **Certificates in Spoken and Written English**.

CTA
Construction Training Australia, a national industry training advisory body.

current competency
a competency currently possessed by a person. People can lose competence over time, and having been competent in the past may need further training and practice to demonstrate current competency. See also **recognition of current competencies**.

curriculum
the specifications for a course or subject (module) which describe all the learning experiences a student undergoes, generally including objectives, content, intended learning outcomes, teaching methodology, recommended or prescribed assessment tasks, assessment exemplars, etc.

Curriculum Corporation
a company owned by all State, Territory and Commonwealth Ministers of Education, which facilitates curriculum development among schools. Curriculum Corporation also manages two major national databases: OZJAC (the Australian Courses and Careers Database) and SCIS (the Schools Catalogue Information Service).

curriculum hours
the teaching time deemed necessary to cover the content of a course, subject or module when undertaken in standard classroom delivery mode.

CURVE
Centre Undertaking Research in Vocational Education, at the Canberra Institute of Technology.

customer service charter
see **client service charter**.

customisation
tailoring to individual requirements; (in vocational education and training) the process of tailoring a program to meet the specific needs of clients.

CVA
Canadian Vocational Association.

D

day release
the release of an employee from the workplace, usually for one day per week, in order to undertake related training in an educational institution. The term applies particularly to apprentices and trainees. Compare **block release**.

declared vocation
a trade occupation specified in legislation, regulations or an industrial award for which the entrance requirement is successful completion of an apprenticeship. With the implementation of New Apprenticeships, declared vocations have been abolished in most States and Territories.

DECS
(in the ACT) Department of Education and Community Services.

DEET
Department of Employment, Education and Training, superseded by the Department of Employment, Education, Training and Youth Affairs (DEETYA).

DEETYA
Department of Employment, Education, Training and Youth Affairs, superseded by the Department of Education, Training and Youth Affairs (DETYA) and the Department of Employment, Workplace Relations and Small Business (DEWRSB).

degree
a qualification conferred in the higher education sector on successful completion of a course of study or as an honour. See also **Australian Qualifications Framework**.

delivery type
a classification in AVETMISS which describes the method(s) used to impart the knowledge or skills required to complete a module or unit of competency.

demand occupation
(also called **occupation in demand**) an occupation in which there is an actual or expected shortage of qualified workers.

Department of Education, Training and Youth Affairs
(abbreviation **DETYA**) the Commonwealth Department responsible for public and private schools and school systems, higher education institutions and research, vocational education and training, student and youth affairs, school to work transition programs, indigenous employment and education, and internationalisation of Australia's education and training systems. Formerly, the Department of Employment, Education, Training and Youth Affairs (DEETYA), and before that the Department of Employment, Education and Training (DEET).

deregulation
the removal of regulations that control or restrict the operations of an industry or enterprise.

DET
(in NSW) Department of Education and Training.

DETE
(in SA) Department of Education, Training and Employment.

DETIR
(in Queensland) Department of Employment, Training and Industrial Relations.

DETYA
see **Department of Education, Training and Youth Affairs**.

Deveson Report
(in full **Training costs of award restructuring: Report of the Training Costs Review Committee**) the report (published in 1990) of an independent review committee chaired by Ivan Deveson. The report established the concept of the open training market which encourages diversity and competition amongst vocational education and training providers.

DEWRSB
Department of Employment, Workplace Relations and Small Business.

DfEE
(in the UK) Department for Education and Employment.

DHTVET
(in Cambodia) Department of Higher Technical and Vocational Education and Training.

DIMA
Department of Immigration and Multicultural Affairs.

diploma
a qualification in the vocational education and training and higher education sectors. See also **Australian Qualifications Framework**.

disability
a physical or mental incapacity, either congenital or resulting from an injury or illness etc.

discipline
a branch or area of learning.

discipline group
a classification in AVETMISS which describes the primary content of a module, independently of the course or context in which it may be taught.

distance education
(also called **external studies**) a mode of education in which students enrolled in a course do not attend the institution, but study off-campus and may submit assignments by mail or email.

DOVE
(in Thailand) Department of Vocational Education.

dropout
a person who discontinues a program of education or training.

DTAVE
(in Myanmar) Department of Technical, Agricultural and Vocational Education.

DTVE
(in Indonesia) Directorate of Technical and Vocational Education.

dual accreditation
(also called **dual recognition**) recognition of a course both academically (by a school or college) and vocationally (by an employer or industry).

dual enrolment
enrolment of a student in two institutions at the same time.

Dusseldorp Skills Forum
an independent non-profit association aiming to stimulate innovation in education; to promote skills development in the wider community, especially in young people; and to emphasise the importance of the workforce in Australia's continuing development.

E

EdNA
(also called **EdNA Online**, or **Education Network Australia**) an Australian network of education services (at http://www.edna.edu.au/EdNA/) covering the schools, vocational education and training (VET), adult and community education (ACE), and higher education sectors.

EdNA VET Advisory Group
(abbreviation **EVAG**) a group which provides advice on the application of communications and multimedia technology in vocational education and training, identifies and organises information on VET and ACE to be included in EdNA Online, and manages a range of flexible delivery projects.

education
1 the process of imparting knowledge or developing skills, understanding, attitudes, character or behaviours.
2 the process of acquiring knowledge, skills, understanding, attitudes, etc.
3 the knowledge, skills, understanding, attitudes, etc. acquired.
4 the field of study concerned with teaching and learning.

educational assessment
see **assessment**.

educational institution
any establishment providing education, including schools, colleges, universities and institutes.

Education.Au Limited
a company owned by the Ministers of Education and Training in all States, Territories and the Commonwealth which aims to foster collaboration and co-operation in relation to the use of the internet in education, managing Education Network Australia (EdNA) on behalf of the Australian education community. Education.Au Limited was formerly known as the Open Learning Technology Corporation (OLTC) Ltd.

Education Network Australia
see **EdNA**.

education provider
an organisation which administers or delivers education programs particularly, but may also deliver training programs. See also **vocational education and training provider**.

EEO
equal employment opportunity.

element of competency
any of the basic building blocks of a unit of competency which describe the key activities or elements of the work covered by the unit.

ELICOS
English Language Intensive Courses for Overseas Students.

ELLS
see **English Language and Literacy Services**.

ELT
see **entry-level training**.

employed person
a person who works in a job or business or on a farm, either as an employee, employer, own account worker, or contributing family worker. The Australian Bureau of Statistics defines *employed* as:
Persons aged 15 and over who, during the reference week:
- worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (comprising employees, employers and own account workers); or
- worked for one hour or more without pay in a family business or on a farm (i.e. contributing family workers); or
- were employees who had a job but were not at work and were: on paid leave; on leave without pay for less than four weeks up to the end of the reference week; stood down without pay because of bad weather or plant breakdown at their place of employment for less than four weeks up to the end of the reference week; on strike or locked out; on workers' compensation and expected to be returning to their job; or receiving wages or salary while undertaking full-time study; or
- were employers, own account workers or contributing family workers who had a job, business or farm, but were not at work.

Source: ABS cat. no. 6203.0, *Labour Force, Australia*, August 1999, pp. 68–69

employee
The Australian Bureau of Statistics defines *employee* in the following way:
An employee is a person who works for a public or private employer and receives remuneration in wages, salary, a retainer fee by their employer while working on a commission basis, tips, piece-rates or payment in kind, or a person who operates his or her own incorporated enterprise with or without hiring employees.
Source: ABS cat. no. 6203.0, *Labour Force, Australia*, August 1999, p. 69

employer
The Australian Bureau of Statistics defines *employer* as:
An employer is a person who operates his or her own unincorporated economic enterprise or engages

independently in a profession or trade, and hires one or more employees.
Source: ABS cat. no. 6203.0, *Labour Force, Australia*, August 1999, p. 69

employment
a person's work, occupation or business.

Employment and Skills Formation Council
(abbreviation **ESFC**) a council of the former National Board of Employment, Education and Training which was responsible for vocational education and training and employment issues. The ESFC no longer exists.

endorsed component
the central part of a training package, endorsed by the National Training Framework Committee, comprising competency standards, assessment guidelines and qualifications. Compare **non-endorsed component**.

endorsement
approval; the term used for the formal approval or recognition by the National Training Framework Committee of the core components of a training package, i.e. the competency standards, assessment guidelines and qualifications. See also **quality endorsement**.

English Language and Literacy Services
(abbreviation **ELLS**) (in SA) a provider of English language and literacy programs for immigrants and refugees, as well as settlement and orientation services, counselling and support services, and assistance to jobseekers.

enrolment
1 the registration of a person with an education or training provider for the purpose of undertaking a course or module.
2 the total number of registered participants in an education or training program.

enterprise agreement
a collective agreement between the employer and employees in an enterprise or workplace, about the employees' wages and conditions of employment. Agreements can be negotiated directly with employees or with their representatives, e.g. unions.

enterprise bargaining
a process of negotiation on wages and conditions between the employer and employees (or their representatives) in an enterprise or workplace, leading to an agreement for that enterprise or workplace.

entry-level skill
a skill required to commence employment in an organisation or more generally, to gain entry into the workforce.

entry-level training
(abbreviation **ELT**) training undertaken to gain entry into the workforce or further vocational education and training.

entry requirements
the qualifications, knowledge, skills or experience required for entry to an education or training program.

equity
fairness, social justice. In vocational education and training, equity policy incorporates measures to improve access to, participation in, and outcomes of vocational education and training for those who may be disadvantaged or have traditionally been under-represented, especially indigenous Australians, people with a disability, women, people in remote and rural communities, and people from a non-English-speaking background.

equivalency test
a test to measure the extent to which a person's existing knowledge or skills satisfy the requirements of an education or training program or a job. See also **recognition of prior learning**.

ERIC/ACVE
Educational Resources Information Center Clearinghouse on Adult, Career, and Vocational Education, an education information network, part of the National Library of Education, United States Department of Education.

ESB
English-speaking background; contrasts with **NESB**.

ESFC
see **Employment and Skills Formation Council**.

ESL
English as a second language.

ESOL
English for speakers of other languages.

ESOS
Education Services for Overseas Students.

ESP
English for specific purposes.

ESRA
Employment Services Regulatory Authority.

EUR–OP
the official publisher of the institutions of the European Union.

EVAG
see **EdNA VET Advisory Group**.

evaluation
the process or results of an assessment or appraisal in relation to stated objectives, standards, or criteria; in vocational education and training may be applied to organisations, programs, policies, courses, etc.

evening class
a program of education or training offered in the evening.

evidence guide
the part of a competency standard which provides a guide to the interpretation and assessment of the unit of competency, including the aspects which need to be emphasised in assessment, relationships to other units, and the required evidence of competency.

experiential learning
learning through experience, either in a real situation such as a workplace or in role play.

extension education
educational activities such as short courses, evening classes, seminars and workshops provided by educational institutions for people outside their usual student body.

external student
a student enrolled in a course and studying at home or off-campus.

external studies
(also called **distance education**) a mode of study in which students enrolled in an education or training program do not attend the institution, but study off-campus and may submit assignments by mail or email.

F

facilitator
a person who helps students learn by discovering things for themselves.

FAFPESC
Forest and Forest Products Employment Skills Company Ltd, a national industry training advisory body.

FE
see **further education**.

fee-for-service training
training for which most or all of the cost is borne by the student or a person or organisation on behalf of the student.

FET
further education and training, a term used especially in South Africa for the vocational education and training (VET) sector.

field of study
a hierarchical classification which describes the major subject matter of a course.

field placement
see **work placement**.

Finn Report
(in full **Young people's participation in post-compulsory education and training**) the report (published in 1991) of a review committee of the Australian Education Council chaired by Brian Finn. The report proposed new national targets for participation and levels of attainment in post-compulsory education and training, recommended reform of entry-level training arrangements, and identified six key areas of competence essential for all young people in preparation for employment.

flexible delivery
a range of approaches to providing education and training, giving learners greater choice of when, where and how they learn. Flexible delivery may involve distance education, mixed-mode delivery, online education, self-paced learning, self-directed learning, etc.

flexible learning
the provision of a range of learning modes or methods, giving learners greater choice of when, where and how they learn. See also **flexible delivery**.

FMI
see **Frontline Management Initiative**.

FNTC
Fiji National Training Council.

formal education
(also **formal training**) education or training provided in educational institutions such as schools, universities, colleges, etc. or off the job in a workplace, usually involving direction from a teacher or instructor.

Framing the Future
a staff development project aimed at helping trainers, teachers, and people in industry to understand and use training packages, the Australian Recognition Framework, New Apprenticeships, user choice and other major vocational education and training initiatives.

Frontline Management Initiative
(abbreviation **FMI**) a training program in management skills and practices for frontline managers in a wide range of industries.

FTE
see **full-time equivalent**.

full-time equivalent
(abbreviation **FTE**) a teaching or study load expressed as a proportion of the normal full-time teaching or study load.

full-time student
a student who has a full-time study load. For AUSTUDY entitlement, the Department of Education, Training and Youth Affairs regards a normal full-time study load as 720 student contact hours in a year, and any student undertaking 540 hours or more is regarded as a full-time student.

full-time worker
a person working all the normal working hours. The Australian Bureau of Statistics defines *full-time workers* as:

> Employed persons who usually worked 35 hours or more a week (in all jobs) and others who, although usually working less than 35 hours a week, worked 35 hours or more during the reference week.

Source: ABS cat. no. 6203.0, *Labour Force, Australia*, August 1999, p. 69

further education
(abbreviation **FE**) post-secondary education, including higher education, adult education, and vocational education and training.

G

general adult education
education programs for adults undertaken for personal enrichment, personal development, general interest or recreation. General adult education programs do not have a specific vocational intent.

generic skill
a skill which is not specific to work in a particular occupation or industry, but is important for work, education and life generally, e.g. communication skills, mathematical skills, organisational skills, computer literacy, interpersonal competence, and analytical skills. See also **key competency**.

GNVQ
(in the UK) General National Vocational Qualification. See also **NVQ**.

GREAT
Group for Research in Employment and Training, a research centre based at Charles Sturt University.

Group Training Australia.
(abbreviation **GTA**) the national professional association for group training companies.

group training company
a company which employs apprentices and trainees, and places them with one or more host employers who are usually small to medium-sized businesses. The host employers provide on-the-job training and experience, while the group training company organises off-the-job training, and handles recruitment, rotation and payroll.

GSVQ
General Scottish Vocational Qualification. See also **SVQ**.

GTA
see **Group Training Australia**.

GTC
see **group training company**.

H

HECS
1 see **Higher Education Contribution Scheme**.
2 the student's contribution payable under the Higher Education Contribution Scheme.

higher education
post-secondary education offered by a university or other recognised higher education institution, or through Open Learning Australia, leading to the award of a degree or higher level qualification.

Higher Education Contribution Scheme
(abbreviation **HECS**) a funding arrangement whereby students pay part of the cost of their higher education, and the Commonwealth government pays the rest.

Hilmer Report
(in full **National Competition Policy**) the report (released in 1993) of the Independent Committee of Inquiry chaired by Professor Fred Hilmer which recommended on the form, content and implementation of a national competition policy in all aspects of government services. In the vocational education and training sector this resulted in the development of the open training market.

HR
human resources.

HSC
(NSW) Higher School Certificate. See also **Senior Secondary Certificate of Education**.

I

ICAE
International Council for Adult Education.

ICEA
International Community Education Association.

IEDA
see **Indigenous Education Direct Assistance**.

IELTS
International English Language Testing System.

IESIP
see **Indigenous Education Strategic Initiatives Program**.

ILM
internal labour market.

ILO
International Labour Organisation; International Labour Office.

indenture
(historically) the legal agreement between an apprentice and an employer under which the apprentice was bound to the employer for a specified period in return for the training received; superseded by **contract of training** or **training agreement.**

indigenous education
education of Aboriginal and Torres Strait Islander people; educational programs specially designed for Aboriginal and Torres Strait Islander people.

Indigenous Education Direct Assistance
(abbreviation **IEDA**) a government program for indigenous Australians comprising the Aboriginal Tutorial Assistance Scheme (ATAS), the Aboriginal Student Support and Parent Awareness (ASSPA) Program, and the Vocational and Educational Guidance for Aboriginals Scheme (VEGAS).

Indigenous Education Strategic Initiatives Program
(abbreviation **IESIP**) the principal government program addressing equity issues in indigenous education, aiming to improve access, participation and outcomes, and to involve indigenous people in decision-making. Previously known as the Aboriginal Education Strategic Initiatives Program (AESIP).

industrial award
see **award**.

industry organisation
an organisation representing an industry, including peak business and employer organisations, as well as specific industry training advisory bodies (ITABs) or industry training councils (ITCs).

industry restructuring
a process of changing the forms of work organisation within enterprises and across industry in order to improve productivity, competitiveness, quality and flexibility. This may involve job redesign, award restructuring, new technology, and ongoing training or retraining of workers.

industry training advisory body
(abbreviation **ITAB**; also called **industry training advisory board**) an organisation, usually an incorporated association or company, recognised as representing a particular industry and providing advice to government on the vocational education and training needs of its particular industry. There are both national and State and Territory industry training advisory bodies. The national industry training advisory bodies are listed below:

- Australian Light Manufacturing ITAB (ALMitab)
- Australian Seafood Industry Council (ASIC)
- Automotive Training Australia Ltd (ATA)
- Business Services Training Australia (BST)
- Community Services and Health Training Australia (CS & HTA)
- Construction Training Australia (CTA)
- Cultural Research Education and Training Enterprise Australia (CREATE Australia)
- Forest and Forest Products Employment Skills Company Ltd (FAFPESC)
- Information Technology and Telecommunications ITAB (IT & T itab)
- Manufacturing, Engineering and Related Services ITAB Ltd (MERSITAB)
- Manufacturing Learning Australia
- National Finance ITAB (NFITAB)
- National Food Industry Training Council Ltd
- National Mining ITAB
- National Training Advisory Ltd (Local Government ITAB)
- National Utilities and Electrotechnology ITAB Ltd (NUEITAB)
- National Wholesale, Retail and Personal Services Industry Training Council (National WRAPS)
- Property Services Training Australia (PSTA)
- Public Safety ITAB
- Rural Training Council of Australia (RTCA) Inc.
- Sport and Recreation Training Australia Pty Ltd
- Tourism Training Australia (TTA)
- Transport and Distribution Training Australia (TDT Australia)

industry training council
(abbreviation **ITC**) a body established by an industry or business sector to address training issues. See also **industry training advisory body**.

informal education
the acquisition of knowledge and skills through experience, reading, social contact, etc. Compare **non-formal education**.

information literacy
the ability to identify an information need, and then to find, collect, organise, evaluate, and use the information.

in-service training
training and professional development of staff, often sponsored by the employer, and usually provided during normal working hours.

institute of TAFE
a regional grouping of TAFE college campuses with common management and administration and sharing some functions and resources.

instructional design
the design and development of instructional materials and learning activities to meet learning needs.

integrated assessment
an approach to assessment that covers multiple elements and/or units of competence from relevant competency standards. The integrated approach attempts to combine knowledge, understanding, problem solving, technical skills, attitudes and ethics into an assessment task with the aim of reducing the time spent on testing as well as making assessment more 'authentic'.

International Vocational Education and Training Association
(abbreviation **IVETA**) a network of vocational educators, vocational skills training organisations, business and industrial firms, and other individuals and groups interested or involved in vocational education and training worldwide.

ISCED
International Standard Classification of Education.

ISO
International Organisation for Standardisation, also known as International Standards Organisation.

ISO 9000
a set of internationally recognised and accepted standards, some of which specify requirements for quality systems (e.g. ISO 9001), while others provide guidance to aid in the interpretation and implementation of the quality system (e.g. ISO 9000–2).

ITAB
see **industry training advisory body**.

IT & T itab
Information Technology and Telecommunications Industry Training Advisory Body, a national industry training advisory body.

ITC
see **industry training council**.

IVETA
see **International Vocational Education and Training Association**.

J

JAC
a former name of **OZJAC**.

JET
see **Jobs, Education and Training**.

job
The Australian Bureau of Statistics defines *job* as:

> Any employment, full-time or part-time, lasting two weeks or more.

Source: ABS cat. no. 6220.0, *Persons not in the labour force*, September 1998, p. 42

Job and Course Explorer
a former name of **OZJAC**.

Job Guide
a guide produced by the Department of Education, Training and Youth Affairs, giving information on jobs, education and training pathways. The Job Guide is available as a book, on disk and on the internet (at http://www.detya.gov.au/JobGuideOnline/).

Job Network
a network of private, community and government organisations assisting people to find jobs.

Job Placement, Employment and Training Program
(abbreviation **JPET**) a government program assisting young people to overcome problems preventing them from maintaining stable accommodation and entering into education, training or employment.

Jobs Australia Ltd
the national peak association representing not-for-profit community-based organisations providing employment services to jobseekers and employers. Formerly called National SkillShare Association.

Jobs, Education and Training Program
(abbreviation **JET**) a government program assisting eligible Centrelink clients to enter or re-enter the workforce through improved access to training, education and employment opportunities and assistance with childcare.

jobseeker
a person looking for and available for work.

Jobs Pathway Program
(abbreviation **JPP**) a government program designed to assist students in the transition from school to work by developing links between schools, industry and the local community, and through support, guidance, education and training.

JPET
see **Job Placement, Employment and Training Program**.

JPP
see **Jobs Pathway Program**.

K

Kangan Report
(in full **TAFE in Australia: Report on needs in technical and further education**) the report (published in 1974) of the Australian Committee on Technical and Further Education chaired by Myer Kangan. The report examined needs and priorities in technical and further education and made a series of recommendations particularly in relation to funding. The report recognised the importance of technical and further education as an integral part of the nation's education system, and saw its primary role as the development of the individual rather than merely the development of skilled manpower. Other themes of the report included the need to provide opportunities for recurrent education to people throughout life, the need to link general and vocational education, the need to create pathways in education and training, the need for flexible delivery, and the need for research and data collection.

Karpin Report
(in full **Enterprising nation: Renewing Australia's managers to meet the challenges of the Asia-Pacific century**) the report (published in 1995) of the Industry Task Force on Leadership and Management Skills chaired by David Karpin. The report examined worldwide enterprise trends and best practice in the development of managers, identifying ways to improve management education and the development of leadership and management skills in Australia. One of the outcomes of the report was the introduction of the Frontline Management Initiative.

key competency
any of several generic skills or competencies considered essential for people to participate effectively in the workforce. Key competencies apply to work generally, rather than being specific to work in a particular occupation or industry. The Finn Report (1991) identified six key areas of competence which were subsequently developed by the Mayer committee (1992) into seven key competencies: collecting, analysing and organising information; communicating ideas and information; planning and organising activities; working with others and in teams; using mathematical ideas and techniques; solving problems; and using technology.

key performance measure
(abbreviation **KPM**) one of a set of measures used to monitor or evaluate the efficiency or effectiveness of a system, which may be used to demonstrate accountability and to identify areas for improvement.

key research centres
see **ANTA key research centres**.

Kirby report
(in full **The report of the Committee of Inquiry into Labour Market Programs**) the report (published in 1985) of a committee chaired by Peter Kirby which recommended the rationalisation of labour market programs, the introduction of traineeships, and the establishment of the Australian Traineeship System (ATS).

KPM
see **key performance measure**.

KRIVET
Korea Research Institute for Vocational Education and Training.

L

labour force
The Australian Bureau of Statistics defines *labour force* as:

> For any group, persons who were employed or unemployed, as defined.

Source: ABS cat. no. 6203.0, *Labour Force, Australia*, August 1999, p. 70

labour force participation rate
the proportion of a defined group of people who are in the labour force.

labour market
the system of relationships between the supply of people available for employment and the available jobs.

labour market program
a program designed to increase the number of people in employment or to improve the employment prospects of a target group, e.g. by the payment of subsidies to businesses who take on long-term unemployed people, young people, etc.

LAFHA
living away from home allowance.

LANRC
Language Australia National Resource Centre.

learning
1 the process of acquiring knowledge, attitudes, or skills from study, instruction, or experience.
Source: Miller & Findlay 1996, p. 167
2 the knowledge, attitudes, or skills acquired.

learning culture
an environment in which opportunities for learning are openly valued and supported and are built, where possible, into all activities.

learning pathway
a path or sequence of learning or experience that can be followed to attain competency. Learning pathways may be included as part of the non-endorsed component of a training package.

learning resource centre
(abbreviation **LRC**) a place in a school or college housing a collection of books and other resources (print, electronic, audiovisual, and equipment) for reference or loan to support the educational programs of the institution. Learning resource centres also conduct information literacy programs, providing instruction in the effective use of information resources. See also **information literacy**.

learning society
a society in which learning is considered important or valuable, where people are encouraged to continue to learn throughout their lives, and where the opportunity to participate in education and training is available to all. See also **lifelong learning**.

learning strategy
a non-endorsed component of a training package which provides information on how training programs may be organised in workplaces and training institutions. This may include information on learning pathways, model training programs, and training materials.

LearnScope
a professional development program funded by ANTA designed to assist vocational education and training providers to develop their skills in flexible delivery.

lifelong learning
the process of acquiring knowledge or skills throughout life via education, training, work and general life experiences.

LLN
language, literacy and numeracy.

logbook
a record kept by a person of the knowledge, skills or competencies attained during on- or off-the-job training.

LOTE
language(s) other than English.

LRC
see **learning resource centre**.

M

MAATS
see **Modern Australian Apprenticeship and Traineeship System**.

Management Enhancement Team Approach
(abbreviation **META**) a staff development process designed to improve the management skills of vocational education and training managers, especially in TAFE.

matriculation
1 eligibility for admission to a university.
2 (historically) an examination to qualify for university admission. See also **Senior Secondary Certificate of Education**.

Mature Age Entry Scheme
a scheme which enables admission to further education after a period away from school instead of directly from school. Usually students enrolled through such schemes have not satisfactorily completed Year 12 of secondary education and are over 21 years of age.

Mayer Report
(in full **Key competencies: Report of the committee to advise the Australian Education Council and Ministers of Vocational Education, Employment and**

Training on employment-related key competencies for post-compulsory education and training) the report (released in 1992) of a committee chaired by Eric Mayer which developed the concept of key competencies recommended in the Finn Report (1991). See also **key competency**.

MCEETYA
see **Ministerial Council on Education, Employment, Training and Youth Affairs**.

mentor
an experienced and trusted advisor.

MERSITAB
Manufacturing, Engineering and Related Services Industry Training Advisory Body Ltd, a national industry training advisory body.

META
see **Management Enhancement Team Approach**.

migrant adult education
see **adult migrant education**.

MINCO
see **ANTA Ministerial Council**.

minimum competency
an essential skill for a given age, grade, or level of performance.

Ministerial Council on Education, Employment, Training and Youth Affairs
(abbreviation **MCEETYA**) a body comprising State, Territory, Commonwealth and New Zealand Ministers with responsibility for the portfolios of education, employment, training and youth affairs, with Papua New Guinea and Norfolk Island having observer status. MCEETYA's areas of responsibility include all sectors of education and training as well as employment and youth affairs. MCEETYA replaced three previously existing councils: the Australian Education Council (AEC), the Council of Ministers of Vocational Education, Employment and Training (MOVEET) and the Youth Ministers Council (YMC).

mixed-mode delivery
(also called **mixed delivery**) a combination of learning modes to deliver a course or module, such as distance education and face-to-face study in classes, tutorials, practical sessions or workshops.

moderation
(in assessment) the process of establishing comparability of standards of student performance across different courses, institutions or organisations, in order to ensure that assessment is valid, reliable and fair.

Modern Australian Apprenticeship and Traineeship System
(abbreviation **MAATS**) an entry-level training system, now known as New Apprenticeships.

modular course
a course composed of modules.

module
(also called **subject**) a unit of education or training which can be completed on its own or as part of a course. Modules may also result in the attainment of one or more units of competency.

MOVEET
Ministers of Vocational Education, Employment and Training, a former council of Commonwealth, State and Territory Ministers, superseded by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA).

MTIA
Metal Trades Industry Association of Australia, now part of the Australian Industry Group.

multiskilling
training workers in a number of skills, enabling them to perform a variety of tasks or functions across traditional boundaries. Multiskilling may be horizontal (broad skilling), vertical (upskilling) or diagonal (contributory skilling).

mutual recognition
a feature of the Australian Recognition Framework which allows a registered training organisation (RTO) registered in one State or Territory to operate in another without a further registration process, qualifications and statements of attainment issued by any RTO to be accepted and recognised by all other RTOs, and training packages endorsed by the National Training Framework Committee to be delivered by all RTOs registered to do so.

N

NAAP
New Apprenticeships Access Program; see **Access Program**.

NAC
see **New Apprenticeships Centre**.

NAC InfoService
a web site (http://www.nacinfo.com.au/) providing information on training packages for New Apprenticeships Centres.

NACVETS
see **National Advisory Committee on Vocational Education and Training Statistics**.

NASS
see **New Apprenticeships Support Services**.

National Aboriginal and Torres Strait Islander Education Policy
(abbreviation **AEP**) Australia's national policy on indigenous education with the primary objective of bringing equity in education for indigenous Australians.

National Advisory Committee on Vocational Education and Training Statistics
(abbreviation **NACVETS**) an advisory committee to the ANTA Board on the collection and reporting of vocational education and training statistics. It replaced the Australian Committee on Vocational Education and Training Statistics (ACVETS), and is now called the National Training Statistics Committee (NTSC).

National Assessors and Workplace Trainers Body
(abbreviation **NAWTB**) a project group of Business Services Training Australia providing information, services and support for competency-based workplace training and assessment.

National Board of Employment, Education and Training
(abbreviation **NBEET**) a former body whose role was to provide co-ordinated, independent advice to the Minister for Employment, Education, Training and Youth Affairs.

National Centre for Vocational Education Research
(abbreviation **NCVER**) a national research, evaluation and information organisation for the vocational education and training (VET) sector in Australia, jointly owned by the Commonwealth, State and Territory ministers responsible for vocational education and training. As well as conducting VET research and evaluation on national projects, and commissioning and managing the national program of VET research (NVETRE), NCVER provides research, development and implementation assistance on a commercial consulting basis. NCVER also collects and disseminates national VET statistics and manages a program of surveys of VET graduate students and employers. NCVER disseminates information on VET through the VOCED research database, library and clearinghouse, conferences, workshops, sales of printed publications and maintenance of a web site (http://www.ncver.edu.au/).

National Employment and Training Taskforce
(also called **NETTFORCE**) a former body whose role was to encourage industry involvement in training.

National Framework for the Recognition of Training
(abbreviation **NFROT**) a framework which established national principles for accreditation of courses, registration of training providers, credit transfer, recognition of prior learning, and assessment. Replaced by the Australian Recognition Framework (ARF).

National Managed Research and Evaluation Program
see **National Vocational Education and Training Research and Evaluation Program**.

National Office of Overseas Skills Recognition
(abbreviation **NOOSR**) a branch of the Department of Education, Training and Youth Affairs (DETYA) which provides information, advice and assistance in relation to the recognition of overseas qualifications and skills, and assists other countries in recognising Australian qualifications.

National Reporting System
(abbreviation **NRS**) a national framework for reporting outcomes of adult English language, literacy and numeracy programs.

National Research and Evaluation Committee
(abbreviation **NREC**) a committee overseeing the National Managed Research and Evaluation Program (also known as National VET Research and Evaluation Program or NVETRE) funded through ANTA's Research and Evaluation National Project. The National Managed Research and Evaluation Program was formerly overseen by the ANTA Research Advisory Council (ANTARAC).

National Research Centre on Vocational Education and Training for Young People
a collaborative research centre of the University of Melbourne and RMIT University, an ANTA research partner for 2000–2002 under the Key Vocational Education and Training Research Centres National Project.

National Training Board
(abbreviation **NTB**) a former company owned by the Commonwealth, States and Territories which was responsible for ratifying vocational competency standards. The NTB amalgamated with the Australian Committee for Training Curriculum (ACTRAC) to form the Standards and Curriculum Council (SCC), which was subsequently replaced by ANTA's National Training Framework Committee.

National Training Framework
(abbreviation **NTF**) the component parts of the vocational education and training system—national competency standards, national qualifications and national assessment guidelines—and their relationship to each other including implementation, quality assurance and recognition strategies and procedures. Endorsed training packages provide the implementation tools.

National Training Framework Committee
(abbreviation **NTFC**) a committee which endorses training packages, and advises the ANTA Board on policies to ensure quality and national consistency of training outcomes and the relevance of training to industry and regional needs. The National Training Framework Committee was formerly the Standards and Curriculum Council.

National Training Information Service
(abbreviation **NTIS**) an online database (at http://www.ntis.gov.au/) developed by the Australian National Training Authority, providing information on vocational education and training in Australia, including details of training packages, competency standards, assessment guidelines, courses, qualifications, and registered training organisations.

national training reform agenda
(abbreviation **NTRA**) a term given to a series of reforms in vocational education and training designed to improve the competitiveness of Australian industry, which were introduced by Commonwealth, State and Territory Governments from about 1990, and later overseen by the Australian National Training Authority (ANTA).

National Training Statistics Committee
(abbreviation **NTIS**) a committee which provides advice to the ANTA Board on the collection and reporting of vocational education and training statistics. This committee replaced the National Advisory Committee on Vocational Education and Training Statistics (NACVETS).

National Vocational Education and Training Clearinghouse Information Network
a national network of 12 clearinghouses, including one in New Zealand, holding detailed information about vocational education and training research, policy and practice in Australia and internationally, with emphasis on the Asia-Pacific region. The National Centre for Vocational Education Research (NCVER) acts as the National Clearinghouse and co-ordinates the network. Materials available from the clearinghouses are entered and indexed in the Vocational Education and Training Research Database (VOCED) produced by the National Clearinghouse and available online (at http://www.ncver.edu.au/voced.htm).

National Vocational Education and Training Research and Evaluation Program
(abbreviation **NVETRE;** also called **National Managed Research and Evaluation Program**) a program of research funded by the Australian National Training Authority (ANTA), overseen by the National Research and Evaluation Committee (NREC), and managed by the National Centre for Vocational Education Research Ltd (NCVER) since 1997. NCVER commissions and manages the program of research and disseminates the results to stakeholders.

National WRAPS
National Wholesale, Retail and Personal Services Industry Training Council.

NATMISS
National Management Information and Statistical System, superseded by other arrangements.

NAWTB
see **National Assessors and Workplace Trainers Body**.

NBEET
see **National Board of Employment, Education and Training**.

NCRVE
(in the US) National Center for Research in Vocational Education.

NCVER
see **National Centre for Vocational Education Research**.

neighbourhood centre
(also called **neighbourhood house** or **community centre**) a place at which social, educational, recreational, and other activities are provided for the community.

NESB
non-English-speaking background.

NETTFORCE
see **National Employment and Training Taskforce**.

New Apprenticeships
an umbrella term for the new national apprenticeship and traineeship arrangements which came into effect on 1 January 1998. The main characteristics of New Apprenticeships include a contract of training between employer and apprentice or trainee, public funding and support for employers, choice of training provider, a wider range of occupations and industries than previously, competency-based training using national training packages, apprenticeships in schools, and a continued role for group training companies.

New Apprenticeships Access Program
see **Access Program**.

New Apprenticeships Centre
(abbreviation **NAC**) an organisation providing advice and assistance to apprentices, trainees and employers with training arrangements, training agreements and financial incentives under the New Apprenticeships system.

New Apprenticeships Support Services
(abbreviation **NASS**) support services provided to an apprentice, employer, or other interested person under the terms of a contract between the New Apprenticeships Centre and the Commonwealth.

Newstart Allowance
a government allowance paid to unemployed people who are actively seeking paid work and are participating in activities designed to assist their employment prospects, e.g. undertaking approved training or approved voluntary work.

NFE
see **non-formal education**.

NFITAB
National Finance Industry Training Advisory Body.

NFROT
see **National Framework for the Recognition of Training**.

NIEF
National Industry Education Forum.

NILS
National Institute of Labour Studies, a research centre based at the Flinders University of South Australia.

nominal hours (supervised)
the hours of supervised learning or training deemed necessary to cover the educational material in a training program when undertaken in standard classroom delivery mode.

nominal hours (unsupervised)
the hours of unsupervised learning or training deemed necessary to cover the educational material associated with the delivery of a training program. These hours include the time spent in work experience, industry placement or field placement.

non-endorsed component
the parts of a training package not required to be endorsed by the National Training Framework Committee, including support materials for learning, training, assessment, and professional development.

non-formal education
(abbreviation **NFE**) organised education and training outside of the formal education system. Compare **informal education**.

non-standard employment
employment other than permanent full-time employment, including part-time, temporary, casual, on-call, self-employed, freelance, consulting and contracting arrangements.

NOOSR
see **National Office of Overseas Skills Recognition**.

NREC
see **National Research and Evaluation Committee**.

NRS
see **National Reporting System**.

NTB
see **National Training Board**.

NTCE
Northern Territory Certificate of Education. See also **Senior Secondary Certificate of Education**.

NTETA
Northern Territory Employment and Training Authority.

NTF
see **National Training Framework**.

NTFC
see **National Training Framework Committee**.

NTIS
see **National Training Information Service**.

NTMRC
National Training Markets Research Centre, a former collaborative research centre of the National Centre for Vocational Education Research Ltd and the National Institute of Labour Studies Inc.

NTRA
see **national training reform agenda**.

NTSC
see **National Training Statistics Committee**.

NUEITAB
National Utilities and Electrotechnology Industry Training Advisory Body Ltd.

NVETRE
see **National Vocational Education and Training Research and Evaluation Program**.

NVQ
(in the UK) National Vocational Qualification.

NZQA
New Zealand Qualifications Authority.

O

ODLAA
see **Open and Distance Learning Assocation of Australia**.

OECD
Organisation for Economic Co-operation and Development.

OET
Occupational English Test.

off-the-job training
training which takes place away from a person's job, usually off the premises, e.g. at TAFE, but may be on the premises, e.g. in a special training area.

OHS
occupational health and safety.

OLA
see **Open Learning Australia**.

OLIMCH
Open Learning Information and Materials Clearing House, based at the Adelaide Institute of TAFE.

OLM
occupational labour market.

OLTC
Open Learning Technology Corporation Ltd, now known as **Education.Au Ltd**.

One Nation
a statement issued by the Prime Minister Paul Keating in 1992, which described the government's strategy to create jobs and strengthen the economy, and included the Commonwealth's offer to assume responsibility for vocational education and training which was rejected but led to the formation of the Australian National Training Authority (ANTA).

online education
(also **online learning** and **online training**) learning or training conducted via a computer network, e.g. using the internet and the World Wide Web, a local area network (LAN), or an intranet. See also **flexible delivery**.

on-site training
training conducted at the work site (e.g. in a training room) but not on the job.

on-the-job training
training undertaken in the workplace as part of the productive work of the learner.

OPCETE
(in Victoria) Office of Post Compulsory Education Training and Employment.

Open and Distance Learning Assocation of Australia
a professional association of people interested or involved in distance education and open learning.

open entry
1 an admissions policy in which there are minimal entry criteria or in which standard selection criteria are relaxed or waived.
2 an admissions policy, usually at school level, where selection is not restricted by place of residence.

open learning
an approach to learning which gives students flexibility and choice over what, when, at what pace, where, and how they learn, commonly using distance education and the facilities of educational technology. See also **flexible delivery**.

Open Learning Australia
(abbreviation **OLA**) an educational organisation which enables people to undertake tertiary or vocational study wherever they live and beginning at any time of year, using materials supplied to their home, often supported by online study resources and television and radio programs.

Open Learning Technology Corporation Ltd
(abbreviation **OLTC**) the former name of **Education.Au Ltd**.

open training market
a system of open competition among public and private providers in the provision of vocational education and training, giving users greater choice of program and provider; adopted by the ANTA Ministerial Council (MINCO) as a national policy to encourage diversity and competition among providers. See also **Deveson Report.**

OTAE
(in ACT) Office of Training and Adult Education.

OTEN–DE
Open Training and Distance Education Network, an institute of TAFE NSW offering a range of training and education courses through distance education and flexible delivery.

OTFE
(in Victoria) Office of Training and Further Education, superseded by the Office of Post Compulsory Education Training and Employment (PETE).

outcome
(in education or training) a result or consequence of participation in, or completion, of an education or training program, e.g. employment, promotion, higher salary, further study.

outcomes-based education
an educational system focussed and organised around clearly defined outcomes which students are expected to demonstrate upon completion.

outsourcing
the practice of having goods or services provided by a person or persons outside the business or organisation.

OVET
(in Tasmania and SA) Office of Vocational Education and Training.

OVTA
(in Japan) Overseas Vocational Training Association.

OZJAC
(also called **Australian Courses and Careers Database**) a national database (available on CD-ROM or online) produced by Curriculum Corporation containing course and career information with links to relevant training providers and related occupations. Formerly known as JAC or Job and Course Explorer.

P

packaging
the process of grouping competencies in a training package into combinations which represent whole jobs or key functions that are meaningful in the workplace.

participation
taking part in an activity, e.g. *participation in vocational education or training; labour force participation.*

participation rate
the proportion of a defined group of people undertaking a specific activity.

partnership
(in vocational education and training) an association between a non-registered organisation and a registered training organisation (RTO) to achieve recognised training.

part-time student
a student who undertakes less than the full-time study program.

part-time worker
a person working less than the normal full-time working hours. The Australian Bureau of Statistics defines *part-time workers* as:
Employed persons who usually worked less than 35 hours per week and who did so during the reference week.
Source: ABS cat. no. 6203.0, *Labour Force, Australia*, August 1999, p. 71

pathway
a path or sequence of learning or experience that can be followed to attain competency.

PAVE
Centre for Professional and Vocational Education, a research centre based at the University of Canberra.

performance criteria
the part of a competency standard specifying the required level of performance in terms of a set of outcomes which need to be achieved in order to be deemed competent.

performance indicator
(also **performance measure**) a criterion or measure for monitoring or evaluating the efficiency or effectiveness of a system or service, which may be used to demonstrate accountability and to identify areas for improvement.

PETE
(in Victoria) Office of Post Compulsory Education Training and Employment.

polytechnic
an institution in some countries offering vocational or higher education courses in technical areas.

portable skill
a skill or competency that can be transferred from one work context to another.

post-compulsory education
education beyond the compulsory age prescribed by statute in each State or Territory, including the senior years of secondary schooling, and all higher, further, or other post-secondary education.

post-secondary education
all education beyond secondary school level, including that delivered by universities, colleges, community providers, etc.

post-trade course
a course which provides further or more advanced training for qualified tradespersons.

PRA
see **primary recognition authority**.

pre-apprenticeship course
(also **pre-traineeship course**) a course which provides initial training in a particular industry or occupation. Successful completion of the course can assist participants in obtaining an apprenticeship or traineeship, and may enable the term of the apprentice's training agreement to be reduced.

preferred supplier arrangement
an arrangement whereby a State training system or other purchaser agrees to buy training from or give preference to a specific provider or provider sector.

prerequisite
(in vocational education and training) a requirement for admission to a particular course or module, e.g. satisfactory completion of a specific subject or course, at least five years in the workforce, etc.

prevocational course
a course designed to prepare people for vocational education and training or work, including bridging courses, basic literacy and numeracy training, or training in job skills.

prevocational education
education preparing students for the world of work, including counselling on career choices, training in general work skills and habits, and work experience.

primary recognition authority
(abbreviation **PRA**) the State or Territory recognition authority responsible for registering a training organisation which operates in more than one State or Territory. See also **mutual recognition**.

prior learning
skills and knowledge acquired from previous study, work or life experiences. See also **recognition of prior learning (RPL)**.

private provider
a non-government training organisation, including commercial providers (providing courses to industry and individuals for profit), community providers (non-profit organisations, funded by government or community sponsors), enterprise providers (companies or other organisations providing training mainly for their own employees), and industry providers (organisations providing training to enterprises across an industry).

professional continuing education
(also called **professional development**) education of adults in professional fields, updating and improving occupational skills, often involving short-term, intensive, specialised courses.

program
1 a plan incorporating a set of actions designed to achieve certain outcomes, e.g. *labour market programs, the Adult Migrant English Program.*
2 (in full **training program**) a set of education and training activities designed to achieve a specific vocational outcome, e.g. a course, module (subject), on-the-job training, etc.

provider
see **vocational education and training provider**.

PSETA
Public Service Education and Training Australia.

PSTA
Property Services Training Australia, a national industry training advisory body.

Q

QCA
(in the UK) Qualifications and Curriculum Authority.

QE
see **quality endorsement**.

QETO
see **quality-endorsed training organisation**.

qualification
certification awarded to a person on successful completion of a course in recognition of having achieved particular knowledge, skills or competencies. See also **Australian Qualifications Framework**.

quality
(under Australian Recognition Framework arrangements) the level of satisfaction with and effectiveness of vocational education and training organisations, their products and services, established through conformity with the requirements set by clients and stakeholders.
Source: ANTA, *Australian Recognition Framework arrangements*—updated January 1999, p. 22

quality assurance
the systems and procedures designed and implemented by an organisation to ensure that its products and services are of a consistent standard and are being continuously improved.

quality-endorsed training organisation
(abbreviation **QETO**) a registered training organisation which has been granted recognition by a State or Territory recognition or training authority on the basis of its implementation of a quality system. Once quality-endorsed, a registered training organisation can receive delegated powers of self-management for the scope of its registered operations and self-management of accreditation of its own courses within the parameters set by the Australian Recognition Framework.

quality endorsement
the formal recognition awarded by a State or Territory recognition or training authority to a registered training organisation on the basis of its implementation of a quality system.

quality system
a management system designed to ensure that an organisation's products and services always meet or exceed defined quality standards and are subject to continuous improvement.

R

range of variables
(also called **range statement**) the part of a competency standard which specifies the range of contexts and conditions to which the performance criteria apply.

RATE
(in full **Register of Australian Tertiary Education**) the qualifications system used in the higher education sector before the introduction of the Australian Qualifications Framework.

RCC
see **recognition of current competencies**.

RCVET
see **Research Centre for Vocational Education and Training**.

reciprocal recognition authority
(abbreviation **RRA**) the recognition authority of the State or Territory in which a registered training organisation operates through mutual recognition, while registered in a different State or Territory. See also **mutual recognition** and **primary recognition authority**.

recognition
the formal approval of training organisations, products and services operating within the vocational education and training sector (as defined by State and Territory legislation).
Source: ANTA, *Australian Recognition Framework arrangements*—updated January 1999, p. 23

recognition authority
see **State recognition authority.**

recognition of current competencies
(abbreviation **RCC**) the acknowledgement of competencies currently held by a person, acquired through training, work or life experience. More commonly known as **recognition of prior learning**.

recognition of prior learning
(abbreviation **RPL**) the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module.

refresher course
a course which revises or updates previously acquired knowledge and skills.

registered training organisation
(abbreviation **RTO**) an organisation registered by a State or Territory recognition authority to deliver training and/or conduct assessments and issue nationally recognised qualifications in accordance with the Australian Recognition Framework. Registered training organisations include TAFE colleges and institutes, adult and community education providers, private providers, community organisations, schools, higher education institutions, commercial and enterprise training providers, industry bodies and other organisations meeting the registration requirements.

registration
the authorisation of training organisations under the Australian Recognition Framework to deliver training and/or conduct assessments and issue nationally recognised qualifications.

reliability
(in assessment) the consistency of an assessment outcome; for example, different assessors using the same evidence making the same judgement, or the same assessor making the same judgement about the same evidence on different occasions.

Research Centre for Vocational Education and Training
(abbreviation **RCVET**) a research centre at the University of Technology, Sydney, an ANTA key research centre for 2000–2002 under the Key Vocational Education and Training Research Centres National Project.

research centres for vocational education and training
see **ANTA key research centres**.

restructuring
see **award restructuring**, **industry restructuring**.

retention rate
the proportion of a group of students or participants starting who continue to a particular level, e.g. the proportion of school students who complete Year 12.

retraining
training to facilitate entry to a new occupation.

RPL
see **recognition of prior learning**.

RRA
see **reciprocal recognition authority**.

RTCA
Rural Training Council of Australia Inc., a national industry training advisory body.

RTO
see **registered training organisation**.

S

SAA
Standards Association of Australia, now called Standards Australia.

SACE
South Australian Certificate of Education. See also **Senior Secondary Certificate of Education**.

SCC
see **Standards and Curriculum Council**.

scheduled hours
the hours of teaching activity (including examination time) that the provider schedules for a module or unit of competency enrolment. Compare **curriculum hours** and **nominal hours**.

school–industry program
a program for Year 11 and 12 students which combines school learning with workplace learning. Many programs lead to advanced standing in an apprenticeship or traineeship or credit towards a vocational education and training course.

School to Work Program
a government program aimed at developing partnerships between schools and industry, business and the vocational education and training sector in order to establish accredited vocational education and training.

school to work transition
the process of transferring from school to the workforce or further study.

scope of registration
the range of operations for which a training organisation is registered, including whether it may deliver training as well as assessment, the fields or

industries in which it may deliver training or assessment, and the maximum level of qualifications it may issue.

SEAMEO VOCTECH
Southeast Asian Ministers of Education Organisation Regional Centre for Vocational and Technical Education.

secondary education
education following primary education, comprising years 7–12 (or 8–12 in some States).

sector
a division of a field of activity, e.g. the vocational education and training (VET) sector of further education, public and private VET sectors.

self-assessment
a process in which learners or organisations assess their own performance against particular standards or criteria; (in competency-based training) a process in which learners assess their own performance against competency standards; (in quality endorsement) a process in which an organisation assesses the extent to which it satisfies the criteria for quality endorsement, identifying opportunities for improvement.

self-directed learning
learning in which the learner is the principal driving force, deciding how, when, and at what pace learning takes place.

self-paced learning
learning undertaken at a student's own pace.

Senior Secondary Certificate of Education
(abbreviation **SSCE**) a national title for senior secondary school qualifications recognised by the Australian Qualifications Framework and issued by the State and Territory governments. The Senior Secondary Certificate of Education may include vocational education and training units leading to a relevant Certificate I–IV qualification. Each State and Territory has its own Senior Secondary Certificate of Education as follows:

- Australian Capital Territory—**ACT Year 12 Certificate**
- New South Wales—**NSW Higher School Certificate (HSC)**
- Northern Territory—**Northern Territory Certificate of Education (NTCE)**
- Queensland—**Senior Certificate**
- South Australia—**South Australian Certificate of Education (SACE)**
- Tasmania—**Tasmanian Certificate of Education (TCE)**
- Victoria—**Victorian Certificate of Education (VCE)**
- Western Australia—**Western Australian Certificate of Secondary Education**

SES
socio-economic status.

SFEU
Scottish Further Education Unit.

short course
a course of vocational education and training which stands alone and does not usually lead to a full qualification. A statement of attainment may be issued on successful completion.

simulator
a device used especially in training to reproduce the conditions of the working situation, enabling tasks to be learned and practised safely and economically.

skill
an ability to perform a particular mental or physical activity which may be developed by training or practice. See also **basic skill**, **generic skill**.

skill formation
the development of skills or competencies which are relevant to the workforce.

skill recognition
the recognition or acknowledgement of the validity of skills and qualifications by educational institutions, professional bodies, employers, registration authorities and other organisations.

skills analysis
an identification of the skills or competencies needed for each job.

skills audit
an identification of the skills required and held by the workforce.

skills centre
an industry- or enterprise-based training facility offering a range of accredited training to enterprise employees, industry groups and individuals. Skills centres may be in-plant or standalone, or may be linked with a college or group training company.
Source: based on Job Guide Online, http://jobguide.thegoodguides.com.au/text/education.htm#provides

SkillShare
a not-for-profit community-based organisation assisting unemployed people to obtain and retain work. See also **Jobs Australia Ltd**.

SkillShare Program
an education, training or employment-related program organised by a SkillShare centre or agency.

skills passport
a record of the competencies possessed by a person and recognised through formal assessment. Proposed but not formally implemented in Australia.

skills recognition agency
an organisation that provides an assessment service and issues qualifications and statements of attainment, but does not deliver training.

skills transfer
the transfer of skills or competencies from one work context to another.

small business
a business conducted on a small scale. The Australian Bureau of Statistics defines *small businesses* in the following way:
> In this publication small business refers to management units with less than 20 employees in all industries except manufacturing where they have less than 100 employees, and agriculture where they have an estimated value of agricultural operations of between $22 500 and $400 000.

Source: ABS cat. no. 1321.0, *Small business in Australia*, 1997, p. 211

special entry
(also called **alternative entry** or **alternative category entry**) entry to a course by special arrangement where a student does not meet the standard entry requirements (usually Year 12 or equivalent).

SQA
Scottish Qualifications Authority.

SRA
State/Territory recognition authority; see **State recognition authority**.

SSCE
see **Senior Secondary Certificate of Education**.

STA
State/Territory training authority; see **State training authority**.

stakeholder
a person or organisation with an interest or concern in something. In vocational education and training, the stakeholders include governments, purchasers of training, providers of training, industry, industry training advisory bodies, clients and the community.

standard
a level or measure of achievement; a statement of performance or outcome criteria. See also **competency standard**.

Standards and Curriculum Council
(abbreviation **SCC**) a body formed by an amalgamation of the National Training Board (NTB) and Australian Committee for Training Curriculum (ACTRAC) to enable a close link between standards and curriculum. The SCC was replaced by ANTA's National Training Framework Committee.

statement of attainment
certification issued to a student for partial completion of a qualification, including, where relevant, the units of competency achieved under nationally endorsed standards. Achievements recognised by statements of attainment can accumulate towards a qualification within the Australian Qualifications Framework.

State recognition authority
(abbreviation **SRA**; also called **State/Territory recognition authority**) the body in each State or Territory responsible for the registration of training organisations and the accreditation of courses where no relevant training package exists.
- Australian Capital Territory—**Accreditation and Registration Council**
- New South Wales—**Vocational Education and Training Accreditation Board (VETAB)**
- Northern Territory—**Northern Territory Employment and Training Authority (NTETA)**

- Queensland—**Vocational Education, Training and Employment Commission (VETEC)**
- South Australia—**Accreditation and Registration Council (ARC)**
- Tasmania—**Tasmanian Accreditation and Recognition Committee (TAReC)**
- Victoria—**State Training Board**
- Western Australia—**Training Accreditation Council**

State training authority
(abbreviation **STA**; also called **State/Territory training authority**) the body in each State or Territory responsible for the operation of the vocational education and training system within that jurisdiction. Each State or Territory training authority participates in the formulation of national policy, planning and objectives, and promotes and implements the agreed policies and priorities within the State or Territory.

- Australian Capital Territory—**Office of Training and Adult Education (OTAE), ACT Department of Education and Community Services (DECS)**
- New South Wales—**NSW Department of Education and Training (DET)**
- Northern Territory—**Northern Territory Employment and Training Authority (NTETA)**
- Queensland—**Department of Employment, Training and Industrial Relations (DETIR)**
- South Australia—**Office of Vocational Education and Training (OVET), Department of Education, Training and Employment (DETE)**
- Tasmania—**Office of Vocational Education and Training (OVET), Department of Education**
- Victoria—**Office of Post Compulsory Education Training and Employment (PETE), Department of Education, Employment and Training**
- Western Australia—**Western Australian Department of Training and Employment**

State training profile
(also called **State/Territory training profile**) a report which outlines the planned or actual provision of publicly-funded vocational education and training in a State or Territory. Plans are also sent to the Australian National Training Authority (ANTA) and are used in determining Commonwealth funding to States and Territories for vocational education and training.

status
see **credit**.

stream of study
a classification which describes a course in terms of the level and type of its intended vocational outcome.

stream 1000
programs where the primary intention is recreation, leisure or personal enrichment and not the development of vocational knowledge or skills.

structured workplace learning
(also called **workplace learning** and **work placement**) the on-the-job component of a VET in Schools program. The skills or 'learning outcomes' commonly reflect nationally recognised, industry-defined competency standards. The student is not paid by the employer.

student attrition
see **attrition**.

student contact hours
the total nominal hours (supervised) for the modules undertaken.

student load
(also called **study load**) the total student contact hours for the program(s) being undertaken, e.g. 540 or more hours per year is considered a full-time student load.

SVQ
Scottish Vocational Qualification.

syllabus
an outline of a course or subject (module) which lists what is to be taught or learnt.

T

TAFE
1 (in full **Technical and Further Education**) a publicly funded post-secondary organisation which provides a range of technical and vocational education and training courses and other programs, e.g. entry and bridging courses, language and literacy courses, adult basic education courses, Senior Secondary Certificate of Education courses, personal enrichment courses, and small business courses. Each State and Territory has its own TAFE system. **2** an institution offering TAFE courses; a college or institute.

TAP
Training for Aboriginals and Torres Strait Islanders Program.

TAReC
Tasmanian Accreditation and Recognition Committee.

task analysis
a process of identifying the elements or steps which make up a task or activity, e.g. listing the elements and evidence required for a unit of competency.

TASTA
Tasmanian State Training Authority.

TCE
Tasmanian Certificate of Education. See also **Senior Secondary Certificate of Education**.

TDCA
Training Development Council of Australia.

TDT
Transport and Distribution Training Australia, a national industry training advisory body.

teaching load
a teacher's normal number of teaching lessons or class contact hours per week.

Technical and Further Education
see **TAFE**.

TEFL
teaching English as a foreign language.

TER
see **tertiary entrance rank**.

tertiary admissions centre
a central admissions office in some States for people applying for entry to undergraduate or other post-secondary courses. It administers a selection system on behalf of universities and, in some States, TAFE institutes and selected registered private providers. The Northern Territory and Tasmania do not have a central admissions office—other States and the ACT are listed below:
- New South Wales and Australian Capital Territory—**Universities Admissions Centre (NSW & ACT) Pty Ltd (UAC)**
- Queensland—**Queensland Tertiary Admissions Centre Ltd (QTAC)**
- South Australia—**South Australian Tertiary Admissions Centre (SATAC)**
- Victoria—**Victorian Tertiary Admissions Centre (VTAC)**
- Western Australia—**Tertiary Institutions Service Centre (TISC)**

tertiary education
formal education beyond secondary education, including higher education, vocational education and training, or other specialist post-secondary education or training; sometimes used to refer only to higher education. Also called **post-secondary education** or **further education**.

tertiary entrance rank
(abbreviation **TER**) a ranking of students (usually based on results in the Senior Secondary Certificate of Education) used by universities and some providers of vocational education and training courses when selecting the students who will be offered places in particular courses.

TESDA
(in the Philippines) Technical Education and Skills Development Authority.

TESL
teaching English as a second language.

TESOL
teaching English to speakers of other languages.

TOEFL
Test of English as a Foreign Language.

total quality management
(abbreviation **TQM**) a management system with a focus on customer satisfaction, involving a systematic approach to ensuring that products and services always meet defined standards and are subject to continuous improvement.

TQM
see **total quality management**.

TRAC
Training for Retail and Commerce, a program involving school students in skills-based learning in the workplace, supplemented with off-the-job training.

trade course
a course offered by a vocational education and training provider which covers the off-the-job requirements of an apprenticeship and supplements the on-the-job training, now being replaced by training package qualifications. See also **apprenticeship**.

TRAIN
Australian Training Information Network, a national vocational education and training information service which has been discontinued.

trainee
a person receiving training or undertaking a traineeship. See also **New Apprenticeships**, **apprentice**.

traineeship
a system of vocational training combining off-the-job training at an approved training provider with on-the-job training and practical work experience. Traineeships generally take one to two years and are now a part of the New Apprenticeships system.

training
the development of skills, knowledge, attitudes, competencies, etc. through instruction or practice.

training agreement
see **contract of training**.

training authority
see **State training authority** and **Australian National Training Authority**.

training awards
see **Australian Training Awards**.

training contract
see **contract of training**.

training culture
an environment in which training is seen as important and is closely linked with business strategy, particularly in creating competitive advantage for an enterprise. Opportunities are given to all employees to participate in training to develop their skills and competencies.

Training Guarantee Scheme
a former Commonwealth government initiative to encourage businesses to take responsibility for and provide training to their employees.

training market
see **open training market**.

training organisation
an organisation which provides vocational education, training and/or assessment services. See also **registered training organisation**.

training package
an integrated set of nationally endorsed standards, guidelines and qualifications for training, assessing and recognising people's skills, developed by industry to meet the training needs of an industry or group of industries. Training packages consist of core endorsed components of competency standards, assessment guidelines and qualifications, and optional non-endorsed components of support materials such as learning strategies, assessment resources and professional development materials.

training program
a set of education and training activities designed to achieve a specific vocational outcome, e.g. a course, module (subject), on-the-job training, etc.

training provider
see **vocational education and training provider**.

training reform agenda
see **national training reform agenda**.

transition program
a program, class or course designed to prepare people for the transfer from one level of education to the next, or from education to the workforce. See also **school to work transition**.

Trans-Tasman Mutual Recognition Arrangement
(abbreviation **TTMRA**) an arrangement developed under the Australia and New Zealand Closer Economic Relations Trade Agreement (ANZCERTA), providing for mutual recognition of registered occupations by the two countries.

TTA
Tourism Training Australia, a national industry training advisory body.

TTMRA
see **Trans-Tasman Mutual Recognition Arrangement**.

TVE
technical and vocational education, used as an equivalent term for vocational education and training (VET) in some overseas countries.

TVET
technical and vocational education and training, used as an equivalent term for vocational education and training (VET) especially in the Asia-Pacific region. This is the term now used by UNESCO.

U

U3A
see **University of the Third Age**.

unemployed person
a person who is not employed but is available to work and actively seeking full-time or part-time work. The Australian Bureau of Statistics defines *unemployed* as:

> Persons aged 15 and over who were not employed during the reference week, and:
> - had actively looked for full-time or part-time work at any time in the four weeks up to the end of the reference week and:
> - were available for work in the reference week, or would have been available except for temporary illness (i.e. lasting for less than four weeks to the end of the reference week); or
> - were waiting to start a new job within four weeks from the end of the reference week and would have started in the reference week if the job had been available then; or
> - were waiting to be called back to a full-time or part-time job from which they had been stood down without pay for less than four weeks up to the end of the reference week (including the whole of the reference week) for reasons other than bad weather or plant breakdown.

Source: ABS cat. no. 6203.0, *Labour Force, Australia*, August 1999, p. 71

unemployment rate
The Australian Bureau of Statistics defines *unemployment rate* as:

> For any group, the number of unemployed persons expressed as a percentage of the labour force in the same group.

Source: ABS cat. no. 6203.0, *Labour Force, Australia*, August 1999, p. 72

UNESCO
United Nations Education, Scientific and Cultural Organisation.

UNEVOC
UNESCO's International Project on Technical and Vocational Education, designed to contribute to the development and improvement of systems of technical and vocational education (TVE), promote infrastructures in research, development and planning, and facilitate the international exchange of information in these fields.

unit cost
the monetary cost of delivering a defined amount of training, usually one student contact hour.

unit of competency
a component of a competency standard. A unit of competency is a statement of a key function or role in a particular job or occupation. See also **element of competency**, **performance criteria**, **range of variables**.

unit of study
a subdivision of a course, subject, or program of study or training.

Universities Admissions Centre
(abbreviation **UAC**) a central admissions office for people applying for entry to undergraduate courses in NSW and the ACT, and some TAFE courses in NSW. See also **tertiary admissions centre**.

university
an institution of higher education, usually offering degree and higher level courses. Some universities also offer vocational education and training courses.

University of the Third Age
(abbreviation **U3A**) an organisation providing educational, creative and leisure activities for older people, including some vocational education and training programs.

upskilling
improving skills, e.g. by further training.

user choice
a provision of New Apprenticeships whereby an employer and an apprentice or trainee can choose the training provider for the government-funded off-the-job elements of the training program. The organisation chosen can be a TAFE college or any other registered training organisation (including a school) that has been registered to deliver the required training.

V

validation
1 (in research etc.) a process for confirming the correctness or soundness of information or findings.
2 (in quality assurance) an external process of verifying that an organisation satisfies the criteria for quality endorsement.

validity
the soundness of the interpretation and use of the results of an assessment.

VCE
Victorian Certificate of Education. See also **Senior Secondary Certificate of Education**.

VEAC
Vocational Education and Assessment Centre, a research centre based at Northern Sydney Institute of TAFE.

VCO
Vocational Education Community Online, a web site (http://www.veco.ash.org.au/) for people involved in vocational education and training in schools, especially structured workplace learning program co-ordinators.

VEETAC
Vocational Education, Employment and Training Advisory Committee, a committee which superseded the Commonwealth/State Training Advisory Committee (COSTAC) and was itself replaced by the Australian National Training Authority (ANTA).

VEGAS
see **Vocational and Educational Guidance for Aboriginals Scheme**.

VET
see **vocational education and training**.

VETAB
(in NSW) Vocational Education and Training Accreditation Board.

VETEC
(in Queensland) Vocational Education, Training and Employment Commission.

VET in Schools
(in full **Vocational Education and Training in Schools**) a program which allows students to combine vocational studies with their general education curriculum. Students participating in VET in Schools continue to work towards their Senior Secondary School Certificate, while the VET component of their studies gives them credit towards a nationally recognised VET qualification. VET in Schools programs may involve structured work placements; see **structured workplace learning**.

Vocational and Educational Guidance for Aboriginals Scheme
(abbreviation **VEGAS**) a scheme under the Indigenous Education Direct Assistance Program which funds projects to improve retention rates of indigenous students and provide information about further education, training and employment options.

vocational education
education designed to develop occupational skills. See also **vocational education and training**.

vocational education and training
(abbreviation **VET**) post-compulsory education and training, excluding degree and higher level programs delivered by higher education institutions, which provides people with occupational or work-related knowledge and skills. VET also includes programs which provide the basis for subsequent vocational programs. Alternative terms used internationally include technical and vocational education and training (TVET), vocational and technical education and training (VTET), technical and vocational education (TVE), vocational and technical education (VTE), and further education and training (FET).

vocational education and training provider
(abbreviation **VET provider**) an organisation which delivers vocational education and training programs. In Australia, the providers of vocational education and training comprise the State and Territory TAFE systems, adult and community education providers, agricultural colleges, the VET operations of some universities, schools, private providers, community organisations, industry skill centres, and commercial and enterprise training providers. See also **registered training organisation** (**RTO**).

Vocational Education and Training Research Database
see **VOCED**.

vocational placement
see **work placement**.

VOCED
(also called **Vocational Education and Training Research Database**) an online database (at http://www.ncver.edu.au/voced.htm) produced and maintained by the National Centre for Vocational Education Research (NCVER), providing access to published and unpublished information about vocational education and training research, policy and practice in Australia and internationally, with particular emphasis on the Asia-Pacific region. All materials included in the database are available through the National Vocational Education and Training Clearinghouse Information Network.

voucher
an entitlement to education or training issued to a student and redeemable for the course and provider of the student's choice. Voucher systems are used in some overseas countries as a means of funding education or training.

VTE
vocational and technical education; see **vocational education and training**.

VTET
vocational and technical education and training; see **vocational education and training**.

W

WADT
Western Australian Department of Training, the former name of the Western Australian Department of Training and Employment.

WBL
see **work-based learning**.

WEA
see **Workers Educational Association**.

WELL
see **Workplace English Language and Literacy Program**.

WINVET
Women in Vocational Education and Training, a network for women involved in technical and vocational education and training in Australia and the Asia-Pacific region to access information and discuss issues and ideas.

work-based learning
programs for both secondary and post-secondary students which provide opportunities to achieve employment-related competencies in the workplace. Work-based learning is often undertaken in conjunction with classroom or related learning, and may take the form of work placements, work experience, workplace

mentoring, instruction in general workplace competencies, and broad instruction in all aspects of industry.

work-based training
training provided by an organisation primarily for its own employees using the employer's own staff or consultants. Work-based training can be conducted either on-site or at an off-site location.

Workers Educational Association
(abbreviation **WEA**) a non-government adult community education organisation, providing vocational and leisure courses.

work experience
a period (usually one or two weeks) of unpaid work undertaken by secondary school students as part of their careers education, to provide some insight into the world of work. Compare **work placement**.

Working Nation
(in full **Working nation: The white paper on employment and growth**) a white paper issued by the Keating government in 1994 which committed the government to reducing unemployment through economic growth supported by changes to the social security system and the introduction of various labour market programs. The government also announced in the white paper the establishment of the Australian Student Traineeship Foundation (ASTF) and the National Employment and Training Taskforce (NETTFORCE).

workplace agreement
see **Australian workplace agreement**.

workplace assessment
the gathering and judging of evidence during normal work activities in order to determine whether a required standard has been achieved. Workplace assessment usually involves observation of work in progress, checking the product(s) of a work activity, and receiving oral responses to questions posed while work is in progress.

Workplace Communication in Training Packages
a project managed by ANTA with funding from the Workplace English Language and Literacy Program to incorporate language, literacy and numeracy into training packages.

Workplace English Language and Literacy Program
(abbreviation **WELL**) a program provided in the workplace to develop workers' English language and literacy skills.

workplace learning
(also **workplace training**) learning or training undertaken in the workplace, usually on the job, including on-the-job training under normal operational conditions, and on-site training, which is conducted away from the work process (e.g. in a training room).

work placement
(also called **field placement, vocational placement, structured work placement**) a period of unpaid work with an employer undertaken by VET students in order to satisfy the requirements of a course or module, with supervision provided by the employer, the training provider or both.

WorkSkill Australia Foundation
an independent non-profit organisation developed to promote the standards and status of vocational training and job skills.

WRAPS
National Wholesale, Retail and Personal Services Industry Training Council.

Y

YMC
Youth Ministers Council, superseded by the **Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA)**.

youth
in the contexts of employment, education, training and youth affairs, usually taken to mean people under the age of 25 years.

Youth Allowance
a government income support scheme for young people who are studying, training or looking for work.

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Department of Employment, Training and Industrial Relations (DETIR) (Qld) http://www.detir.qld.gov.au/
Department of Employment, Workplace Relations and Small Business (DEWRSB) http://www.dewrsb.gov.au/
Department of Immigration and Multicultural Affairs (DIMA) http://www.immi.gov.au/
Dusseldorp Skills Forum http://www.dsf.org.au/
Education.Au Limited http://www.educationau.edu.au/
Education Network Australia (EdNA) http://www.edna.edu.au/EdNA/
English Language and Literacy Services (ELLS) http://www.tafe.sa.edu.au/institutes/adelaide/ells/ells.html
ERIC/ACVE, http://ericacve.org/
Group Training Australia http://www.gtaltd.com.au/
International Vocational Education and Training Association (IVETA) http://www.iveta.org/
Job Guide http://www.detya.gov.au/JobGuideOnline/
Job Network http://www.jobnetwork.gov.au/
Jobs Australia Limited http://www.ja.com.au/
Language Australia http://sunsite.anu.edu.au/language-australia/
LEARN http://www.tafe.sa.edu.au/lsrsc/learn/
LearnSA http://www.learnsa.net/learnsa/
LearnScope http://www.learnscope.anta.gov.au/
National Centre for Vocational Education Research (NCVER) http://www.ncver.edu.au/
National Office of Overseas Skills Recognition (NOOSR) http://www.deet.gov.au/noosr/
National Training Information Service (NTIS) http://www.ntis.gov.au/
NSW Adult Migrant English Service (AMES) http://www.nsw.ames.edu.au/
NSW Department of Education and Training (DET) http://www.det.nsw.edu.au/
NT Employment and Training Authority (NTETA) http://www.nt.gov.au/nteta/
Office of Post Compulsory Education Training and Employment (PETE) (Vic) http://www.otfe.vic.gov.au/
Office of the Employment Advocate http://www.oea.gov.au/
Office of Training and Adult Education (OTAE) (ACT) http://www.decs.act.gov.au/services/otae~about.htm
Office of Vocational Education and Training (OVET) (Tas) http://www.dvet.tas.gov.au/
Open and Distance Learning Association of Australia http://www.odlaa.org/
Open Learning Australia http://www.ola.edu.au/
Open Training and Distance Education Network (OTEN-DE) http://www.oten.edu.au/oten/
OZJAC http://www.curriculum.edu.au/ozjac/
TAFE NSW http://www.tafensw.edu.au/
UNEVOC http://www.unevoc.de/
University of the Third Age http://u3aonline.edna.edu.au/
Vocational Education and Training Research Database (VOCED) http://www.ncver.edu.au/voced.htm
Vocational Education Community Online http://www.veco.ash.org.au/
WA Department of Training and Employment http://www.training.wa.gov.au/
Women in Vocational Education and Training (WINVET) http://sunsite.anu.edu.au/wnet/
Workers Educational Association http://www.wea-sa.com.au/
WorkSkill Australia Foundation http://www.workskill.org.au/

performance **indicator**

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